Preliminary Spanish World of Work

Guidance for using the Writing Practice Paper

This practice paper replicates the types of tasks that appear on a Preliminary Spanish World of Work Writing External Assessment paper.

- learners should answer Part 1 followed by **either** Part 2A **or** Part 2B
- dictionaries must not be used
- the test duration is 25 minutes
- the marking criteria for the Writing Practice Paper are detailed on the next page

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The marking criteria

- The practice paper is marked using the marking criteria below:

BAND	MARK	COMMUNICATION	LANGUAGE
3	3.3 3.2 3.1	The main points of the task are communicated.	A range of structures is used successfully. There may be a few grammatical errors. A range of vocabulary is used. Spelling is generally accurate.
2	2.3 2.2 2.1	Some of the main points of the task are communicated.	There is an attempt to use a range of structures. There are some grammatical errors. There is an attempt to use a range of vocabulary. Spelling is accurate enough for the meaning to be clear.
1	1.3 1.2 1.1	Few of the main points of the task are communicated.	A range of simple structures is used. Grammatical errors are evident. A limited range of vocabulary is used. Spelling is accurate enough for the meaning to be clear (with some effort from the reader).
0	0	Response not on task set or below Preliminary stage.	Response not on task set or below Preliminary stage.

Marking instructions

- Read through the answer and the marking criteria.
- Mark each part separately, giving a mark for communication and a mark for language.
- Decide which band best describes the answer, first for communication then for language.
- Decide which mark to award within the band, first for communication then for language. (For example, 2.1 is borderline band 2, 2.2 is solid band 2, and 2.3 is top of band 2.)
- Band 0 describes performance below Preliminary stage.

You should now have awarded four marks.
Example:

	communication	language
part 1	3.1	2.3
part 2	2.2	2.1

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Converting band marks to grades

- Convert the band marks (e.g. 2.1, 2.3) you have awarded for communication and language as shown in the tables below.

Part 1 (Weighting 40%, total 36 marks)
Communication – 18 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**2**	**4**	**6**	**8**	**10**	**12**	**14**	**16**	**18**

Language – 18 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**2**	**4**	**6**	**8**	**10**	**12**	**14**	**16**	**18**

Part 2 (Weighting – 60%, total 54 marks)
Communication – 27 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**3**	**6**	**9**	**12**	**15**	**18**	**21**	**24**	**27**

Language – 27 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**3**	**6**	**9**	**12**	**15**	**18**	**21**	**24**	**27**

- Add the marks for part 1 and part 2 (communication and language).
- The table below shows which grade to award overall.

grade	marks
6	70-90
5	40-69
4	10-39
U	0-9

Example:

	communication		language		total	grade
part 1	3.1 ▶	14	2.3 ▶	12	26	**5**
part 2	2.2 ▶	15	2.1 ▶	12	27	
total		29		24	**53**	

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Instructions to learners

TIME Approximately 25 minutes

Do not turn over this page until you are told to do so.

Answer the Part 1 question and **one** question in Part 2.

Write your name in the space below.

Write your answers on the practice paper.

Dictionaries must not be used.

Name _____

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Preliminary Spanish World of Work
Writing Practice Paper
Part 1

You are organising a dinner for some Spanish colleagues who are visiting your company. They have asked you to send them some information about the restaurant.

Write some information about the restaurant. You must include **all** the following points:

- the name and location of the restaurant
- the type of food the restaurant serves
- something else you can say about the restaurant.

Write the information in **Spanish** using 20–40 words.

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Writing Practice Paper
Part 2A

Your boss has asked you to send an email inviting a candidate to a job interview.

Write the email and include the following information:

- confirm the date, time and location of the interview
- say what is planned for the day
- ask the candidate to prepare a presentation.

Write your email below in **Spanish**. You should write 50–70 words. You can use the words below if you want.

la entrevista – interview
por la mañana – in the morning
una presentación – presentation

To: CM123@assetmail.com

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Writing Practice Paper
Part 2B

You work in a local tourist attraction. A leisure magazine has asked you to write a brief article about where you work and what you do.

Write the article and include the following information:

- a description of the tourist attraction
- an outline of your work
- something else about the local area.

Write your article below in **Spanish**. You should write 50–70 words. You can use the words below if you want.

antiguo – old
los turistas – tourists
la zona – local area

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Acknowledgements

Speaking

Grade 4 & 5 Task A	
Situation 1	**www.sevillatourist.com/images/photo/oficina_de_turismo_sevilla.jpg**
Situation 2	**Lgerardino http://commons.wikimedia.org/wiki/File:Ocean_Turquesa.jpg**
Situation 3	**Pixomar www.freedigitalphotos.net/images/Offices_g295-Conference_Room_p35919.html**
Grade 5 Task B	
Situation 1	**© Max Timchenko www.flickr.com/photos/maxvt/3781986064/sizes/o/**
Situation 2	**Credit: LocalFitness.com.au http://commons.wikimedia.org/wiki/File:Gym_Cardio_Area.jpg?uselang=en-gb**
Situation 3	**© OCR**
Grade 6 Task A	
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Grade 6 Task B	**© Ross Burgess http://commons.wikimedia.org/wiki/File:Hastings_town_centre.JPG**
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Writing

Grade 4 Task B	**© Sergiu Biris www.flickr.com/photos/sergiubiris/1572480972/sizes/l/**
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