

WRITING TASK 1

You should spend about 20 minutes on this task.

Write at least 150 words.

You have seen a job advertised in the newspaper. You want to apply for the job. Write a letter to the manager of the company. In your letter

- **provide information about yourself**
- **give details of your previous work experience**
- **say why the company should consider you for the job**

You do NOT need to write any addresses.

Begin your letter as follows:

Dear ...,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Lack of fresh water is becoming a global issue of increasing importance.

What problems does this shortage cause?

What measures could be taken to overcome these problems?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.