

TASK 1 – SAMPLE ANSWER VERY HIGH FIRST CLASS LETTER

Run 4 Your Life
Unit 3
Menai Industrial Estate
RHYL
Denbighshire
LL14 6CC
UK

Date: [of exam]

Ref: PF/pa

Mrs T Langeveldt
Netherlands Athletics Board
Konnorweg 16
92-81 AMSTERDAM
Netherlands

Dear Mrs Langeveldt

Corrie van Taal

We are going to open our 500th fitness activity trail for children at Taagenpark in Amsterdam at 2pm on Thursday [date of last Thursday of next month].

We read on your website about Corrie van Taal and would like her to officially open the trail as she has a special interest in children's fitness. Please let us know if Corrie would be available and if she charges a fee.

We would like Corrie to give a talk about children's fitness during the ceremony. We would also like her to run a sports workshop in the park after the ceremony.

We look forward to hearing from you.

Yours sincerely

Penny Fulbright
Managing Director

TASK 2 – SAMPLE ANSWER VERY HIGH FIRST CLASS MEMO

Memorandum

To: David Bristow – Technical Director
From: [name of candidate] – PA to Penny Fulbright
Date: [of exam]
Ref: PF/pa

Rubber surface for heavy use trails

As you're looking for a suitable rubber surface, Penny suggests you contact Connor Callaghan, Sales Director of Simply Surfaces, email cc@simplysurfaces.com.

She's interested in the surface made from recycled truck tyres called 'TyreTread' and would like you to ask how much it costs per square metre and the cost of delivery to UK. Please also find out the names of any companies who have already bought this surface.

TASK 3 – SAMPLE ANSWER VERY HIGH FIRST CLASS CIRCULAR LETTER

Run 4 Your Life
Unit 3
Menai Industrial Estate
RHYL
Denbighshire
LL14 6CC

Dear Sirs

Special offer on activity fitness trail features

You recently purchased a fitness activity trail from our company. We now have some 'add-on' features available for your trail at bargain prices. Any of the features could be added at the start or end of your trail to make it even better.

There are stride jumps costing £500, over and under hurdles costing £900 and log stacks costing £850.

Our prices include free next day courier service, your rights to return goods are protected under the EU Distance Selling Directive and we operate a full and fair complaints policy.

We look forward to receiving an order from you.

Yours faithfully

Penny Fulbright
Managing Director

TASK 4 – SAMPLE ANSWER VERY HIGH FIRST CLASS PRESS RELEASE

Pick up the exercise habit

Run 4 Your Life is helping to encourage children to get into the exercise habit by building fitness activity trails all over the world. Our 500th will open at Taagenpark, Amsterdam, next month. Our trails include activities such as log stacks, over and under hurdles and stride jumps to give a range of exercises. Children are more likely to exercise if it is fun!

Health guidelines say that children should do at least 90 minutes of exercise a day, but nowadays 90% of children do less than this. It is no wonder that one in ten 6-year olds is overweight. We can help our children by getting them into the exercise habit. As they grow up, they are then likely to keep exercising and this will help them to become healthy adults.

Contact Run 4 Your Life at Unit 3, Menai Industrial Estate, RHYL, Denbighshire

LL14 6CC, UK

Tel: +44 (0) 1745 69841, fax: +44 (0)1745 69842

www.run4yourlife.co.uk

164 words

TASK 5 – SAMPLE ANSWER VERY HIGH FIRST CLASS INFORMAL, INFORMATIONAL REPORT

Popular trail features and surface requirements

Based on the fitness activity trails installed so far, the three most popular features are the climbing wall (26%), the treadmill (24%) and the rope swing (21%).

We will need to implement the new guidelines for surfaces to go under fitness trails. These depend on the height of the activities. Grass is recommended for up to 1.5m, bark for up to 4m and rubber for up to 6m.

74 words