



ENGLISCH

SERIE

1

TEXTPRODUKTION

LÖSUNGEN

KANDIDATIN
KANDIDAT

Nummer der Kandidatin / des Kandidaten

Name

Vorname

Datum der Prüfung

BEWERTUNG

Fachbereiche

Erreichte Punkte / Maximum

Task A

/ 10

Task B

/ 15

Total

/ 25

EXPERTEN



Erlaubte Hilfsmittel: keine

Prüfungsdauer: ⌚ 40 Minuten

A (10 POINTS)

You work for an international company in Switzerland.
A colleague who went on holidays has left you the following note:

Nächste Woche informieren wir alle Mitarbeitenden mittels verschiedener Infoveranstaltungen über den Umzug unserer Firma in die neuen Räumlichkeiten. Die Teilnahme an einer der Veranstaltungen ist Pflicht!

Die Info in englischer Sprache findet am 10. Juni 2014 um 11.00h im Sitzungszimmer 828 statt. Könntest Du bitte eine entsprechende Einladung an alle versenden? Danke!

Write an **e-mail** in English to all staff, including an appropriate *opening* and *closing line* as well as the following *contents*:

- ▶ Tell them about the meetings and their subject.
- ▶ Inform them about location, time and date.
- ▶ Mention the obligation to attend.

Write between 40 and 60 words.

To: *All staff* From: **(Candidate's name)**

Subject: **Info Meeting**

Dear All

Next week, we are holding several info sessions about the company's move to the new premises.

Please note that you must attend one of the meetings!

The English info session takes place in conference room 828 at 11am on 10 June 2014.

Best regards

(Candidate's name)

47 words

B (15 POINTS)

You work for an internationally-renowned advertising agency.
Read the following part of a letter you have received from a prize committee:

Congratulations! It is our great pleasure to inform you that one of your campaigns has won an EPICA Award, given to the world's most creative advertising people.

The award ceremony will be held in London on 11 November 2014.
We will inform you about the details at a later stage.

We would be pleased if a member of your team could give a five-minute speech in the course of the evening.

Please inform us how many of your employees will attend the ceremony.

Write a **letter** to Mr Allister, the organizer of the event, including an appropriate *opening* and *closing line* as well as the following *contents*:

- ▶ Date (write the month as a word)
- ▶ Refer to the letter.
- ▶ Express your thanks for the invitation.
- ▶ Confirm your attendance.
- ▶ Suggest a topic for the speech.
- ▶ Communicate the team size.

Write between 80 and 100 words.

3 June 2014

Dear Mr Allister

Thank you very much for your letter of 30 May 2014.

We are delighted to hear that our agency has won an EPICA Award. Of course, we would be extremely honoured to attend the ceremony in London.

Furthermore, I would be very happy to give a speech on the subject of (e.g. "Advertising for a New Generation").

Last but not least, we would be pleased to come to London as a group of eight people.

We are looking forward to hearing from you soon.

Yours sincerely

(Candidate's signature)

92 words

