



ENGLISCH

SERIE

2

TEXTPRODUKTION

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 have been transferred to your company's London branch.
Read this note from Jochen, your German head of department:

*Wir erhalten einen Kredit für Büroeinrichtungen in unserer Abteilung
(allerdings nicht sehr viel).*

*Bitte holen Sie bei allen Mitarbeitenden der Abteilung Vorschläge ein,
wofür wir das Geld am besten einsetzen könnten.*

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

- ▶ Inform them about the situation.
- ▶ Tell them how much money there is.
- ▶ Make a suggestion of what investment you personally think best.
- ▶ Give a reason for your idea.
- ▶ Invite further ideas from them.

Write between 40 and 60 words.

To: *Sales Department* From:

Subject:

B (15 POINTS)

Your company imports goods from China and sells them internationally.

Read part of an e-mail which you have received from a regular and excellent Dutch customer:

As I have already told you on the phone we expect speedy replacement of these unreliable printers (DFH-491001N) by machines which really work.

Write a **fax** to your supplier, Mr. Wong, including an appropriate *opening* and *closing line* as well as the following *contents*:

- ▶ Date (write the month as a word)
- ▶ Refer to the above-mentioned e-mail.
- ▶ Ask what better model they can send you very quickly.
- ▶ Communicate the number of printers you need.
- ▶ Say who will pay and why.
- ▶ Ask about way of transport.
- ▶ Ask about arrival date of printers.
- ▶ Tell your supplier to call you if necessary.

Write between 80 and 100 words.

Total Task B

/15