



ENGLISCH

SERIE

2

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 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: **(Candidate’s name)**.....

Subject: **Office Equipment**.....

Dear All

We have received a small budget of £3,000 for office equipment in our department.

I suggest we spend a part of it on the printer in room 66 as it keeps jamming all the time.

Please let me know your ideas. What do you think we should do with the money?

Thank you.

Best regards

(Candidate’s name)

59 words

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.

2 June 2014

Dear Mr Wong

I regret to inform you that an excellent customer has complained about your printers DFH-491001N.

They seem to be unreliable and must be replaced.

Therefore, please let us know what model you can forward to us without delay.

We will need 12 machines and expect to get them free of cost as this must be a faulty series.

Could you possibly advise us of the shipping details and the date when we will receive the printers?

Please do not hesitate to contact us if you have any further questions.

Yours sincerely

(Candidate's signature)

99 words

Total Task B

/15