



ENGLISCH

SERIE

3

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.
You have received this note from Accounting:

Viele unserer Mitarbeitenden halten sich nicht an die Abläufe betreffend Spesen.
Für eine Rückerstattung müssen sie das Formular „Spesen.pdf“ ausdrucken,
die Ausgaben notieren und die Quittungen beifügen.
Die Unterlagen müssen jeweils innert 20 Tagen abgegeben werden.
Bitte sende eine englische Version dieser Weisung an alle Mitarbeitenden.

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 complaint.
- ▶ Tell them about the correct procedure.
- ▶ Mention the deadline.

Write between 40 and 60 words.

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

Subject: **Claims for Expenses**

Dear All

Our accounting department has complained about the way people claim their expenses.

You need to print out the form called "Spesen.pdf", note your expenses and add the receipts.

Then hand in your documents within 20 days.

Best regards

(Candidate's name)

42 Wörter

B (15 POINTS)

You work for your city's Tourist Information Office.

You have received a fax from Ms. Brown from Toronto, who would like to visit your area this summer.

...

Therefore, I would be grateful if you could recommend a good hotel.

Also, I would appreciate it if you could give me some advice on what to see while I am in the area.

...

Write a **fax** to Ms. Brown, including an appropriate *opening* and *closing line* as well as the following *contents*:

- ▶ Date (write the month as a word)
- ▶ Refer to her fax.
- ▶ Express delight at her interest in your area.
- ▶ Recommend a hotel in your area and give a reason.
- ▶ Advise her to visit the Bahnhofstrasse in Zurich for shopping.
- ▶ Offer help if needed.
- ▶ Express your wishes for pleasant travel.

Write between 80 and 100 words.

5 June 2015

Dear Ms Brown

Thank you very much for your fax.

I am very pleased that you have decided to visit our area this summer. I would personally recommend the Hotel Allegro as it is modern and in an excellent location.

Furthermore, I suggest taking a trip to the Bahnhofstrasse in Zurich, which is a great area to go shopping.

Last but not least, please let me know if I can assist you in any way.

I wish you a very pleasant trip to Switzerland.

Yours sincerely

(Candidate's signature)

89 Wörter

