



**GCSE**

4172/02

**ENGLISH/ENGLISH LANGUAGE  
HIGHER TIER  
UNIT 2 (WRITING)**

P.M. WEDNESDAY, 7 November 2012

1 hour

**ADDITIONAL MATERIALS**

An 8 page answer book.

**INSTRUCTIONS TO CANDIDATES**

Use black ink or black ball-point pen.

Answer **all** questions.

Write your answers in the separate answer book provided.

You are advised to spend your time as follows:

Q.1 – about 30 minutes

Q.2 – about 30 minutes.

**INFORMATION FOR CANDIDATES**

The number of marks is given in brackets at the end of each question or part-question.

*Answer Question 1 and Question 2.*

*In this unit you will be assessed for your writing skills, including the presentation of your work.  
Take special care with handwriting, spelling and punctuation.*

***Think about the purpose, audience and, where appropriate, the format for your writing.***

*A guide to the amount you should write is given at the end of each question.*

1. Your local leisure centre has advertised the following holiday job.

We are looking for a young, enthusiastic student to work with children aged between 7-12 during our summer holiday programme of activities.

The programme will include sport and recreational activities such as:

- swimming
- football
- drama
- arts and crafts
- street dancing

**Write a letter of application to the manager of the leisure centre suggesting why you would be the right person for the job.** [20]

*The quality of your writing is more important than its length. You should write about one to two pages in your answer book.*

2. You have been asked to write a report on catering services in your school/college for the Headteacher/Principal.

Organise your report into paragraphs with suitable headings.

**Write your report.** [20]

*The quality of your writing is more important than its length. You should write about one to two pages in your answer book.*