BULATS

Business Language Testing Service

English	Version: EN60
Writing Test	
Sample Question Paper	

UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

A Member of the Association of Language Testers in Europe (ALTE)

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Candidate Information

Candidate Name: Family name: ....

First name: ....

Candidate Number: ....

Examination Centre: ....

Candidate's Organisation: ....

Date: ....

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Writing Test

45 minutes

Do the task in Part One and then choose <u>one</u> task in Part Two.

Write your answers in this booklet.

Part One

You have received this letter from a local hotel.

Dear Miss Jones

Further to our phone conversation this morning, I am writing to say our Conference Centre will be available all day on 17th November. Could you confirm the booking and let us know what arrangements you require for meals?

Yours sincerely

John Williams
John Williams

Write a reply:

- confirming the booking;
- saying how many people will attend;
- explaining what lunch arrangements you require.

Write **50 – 60** words on the opposite page.

Write your answer to Part One here. Do not write addresses as part of your answer.

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Part Two

Task A

Your company wants to set up some training courses for staff. You have been asked to write a report recommending the type of training people in your department need most.

Write the report, describing the training you most recommend.

Write about:

- the type of courses;
- why these courses are necessary;
- which staff should attend them

  and any other points which you think are important.

Write **180 – 200** words on the following pages.

Task B

Due to recent growth, your company offices are no longer large enough and the company directors have decided to move to bigger premises. You have been asked to report on an office building that you have visited for the company

Write the report, explaining why you think the building would be suitable.

Refer to relevant factors such as:

- size and layout;
- cost;
- facilities

  and any other points which you think are important.

Write **180 – 200** words on the following pages.

Write your answer to Part Two here.

Task ☐

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