BEC Practice Test - Vantage

WRITING TEST PART ONE

You are a business trainer for a large training company. You are organising a seminar for a group of marketing managers. Write *an email* to your assistant:

- confirming the date and time of the event
- telling him/her the number of people attending
- asking him/her to book a training room.

Write 40 - 50 words.

From:	
To:	
To: Subject:	



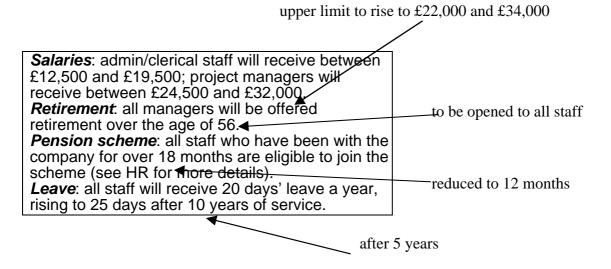


BEC Practice Test - Vantage

PART TWO

- You work for an engineering company that will soon be taken over by a French corporation. Your boss has sent you the email below.
- Look at the email and the contract extract below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes, write **an email** to staff.

Write 120 - 140 words



From:

To:

Subject: Working conditions

Staff are concerned that the takeover will have a negative effect on their working conditions. Can you send an email round to reassure them that this won't be the case? In fact, most staff should be even better off!

Best regards,

Mike Jonson



