

WRITING

Part 2

Write an answer to **one** of the questions **2–4** in this part. Write your answer in **220–260** words in an appropriate style on the separate answer sheet. Put the question number in the box at the top of the page.

- 2** An English-speaking friend of yours is starting a new job abroad. They are feeling nervous and have written to you asking for your advice.

Reply to your friend, describing a time when you felt very nervous and recommend ways to overcome anxiety.

Write your **email**.

- 3** You see the following announcement in an international magazine.

REVIEWS WANTED!

Have you recently been to a restaurant for a special occasion, such as a birthday,
an anniversary or a graduation?

Good experience or bad, we'd like your restaurant reviews for our website. What was it like?
Would you recommend it to others with something to celebrate?

Write your **review**.

- 4** As a member of the group that represents students or employees where you study or work, you have been asked by the company/college director to write a report assessing the current facilities, for example for eating, parking, relaxing, etc. Your report should also include suggestions for improvements to existing facilities and for the introduction of new ones.

Write your **report**.