



Business Higher

Writing

Sample Test 01

Time 1 hour 10 minutes

INSTRUCTIONS TO CANDIDATES

Do not open this question paper until you are told to do so.

Write your name, centre number and candidate number on your answer sheet if they are not already there.

Read the instructions for each part of the paper carefully.

Answer the Part 1 question and one question from Part 2.

Write your answers on the answer sheet.

Write clearly in **pen**, not pencil. You may make alterations, but make sure your work is easy to read.

You **must** complete the answer sheet within the time limit.

At the end of the test, hand in both this question paper and your answer sheet.

INFORMATION FOR CANDIDATES

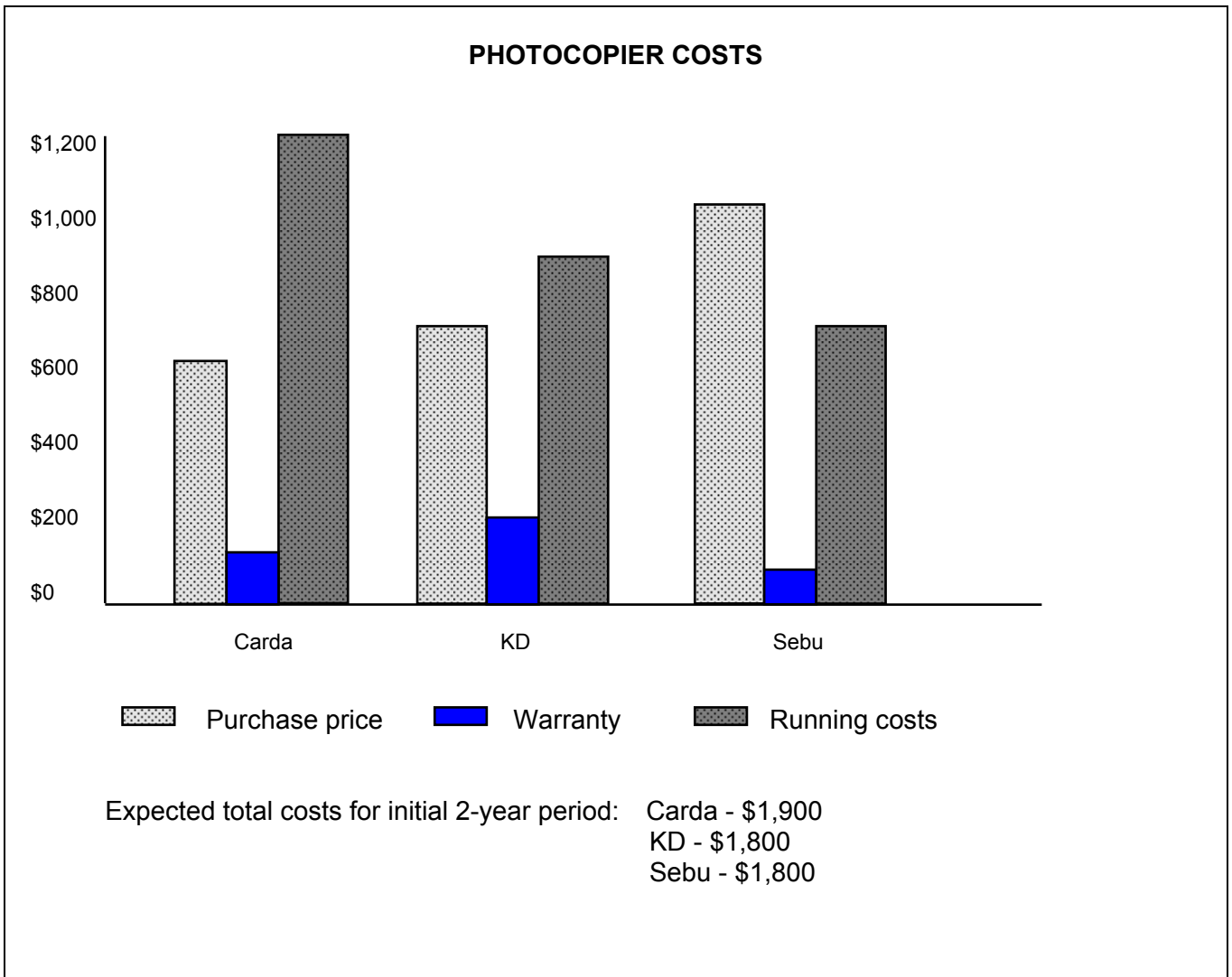
Part 1 carries ten marks.

Part 2 carries twenty marks.

PART ONE

Question 1

- The bar chart below shows the cost of buying three different photocopiers, the cost of a warranty on each machine, and their expected running costs for the first two years.
- Using the information from the chart, write a short **report** comparing the costs for the three machines.
- Write about **120 – 140** words on page 3.



A series of 20 horizontal dotted lines spanning the width of the page, intended for writing or drawing.

PART TWO

Questions 2 – 4

- Write an answer to **one** of the questions **2 – 4** in this part.
 - Write **200 – 250** words on pages 5 and 6.
 - Put the question number in the box at the top of page 5.
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Question 2

- Your manager is keen to introduce new practices into your company. He has asked you to write a report which includes details of two practices from another company which you would suggest adopting in your own company.
- Write the **report** for your manager, including the following information:
 - what you admire about the other company
 - which two of its practices you would adopt
 - why your company would benefit from them.

Question 3

- Your company has employed an outside consultant to organise an exhibition of your products, to be held next month. His work is unsatisfactory, and your boss has now decided that you should take over full responsibility instead. Your boss has asked you to write to the consultant to explain why he has been replaced.
- Write a **letter** to the consultant,
 - giving two reasons why he has been replaced
 - telling him he will be paid for this work
 - asking him to brief you on the current situation

Question 4

- Your company has decided to conduct an investigation into the possibility of increasing the number of ways in which technology is used throughout the organisation. You have been asked to write a report about technology in your department for the Managing Director.
- Write your **proposal**, including the following:
 - a brief outline of the current uses of technology in your department
 - a description of what technological improvements could be made
 - an explanation of the benefits these changes might bring
 - recommendations for the kind of training that would be necessary.

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