

Candidate Name _____

Centre Number

Candidate Number

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UNIVERSITY OF CAMBRIDGE ESOL EXAMINATIONS

English for Speakers of Other Languages

INTERNATIONAL CERTIFICATE IN FINANCIAL ENGLISH

D020/2

Test of Writing

Test T001

SAMPLE PAPER

Morning

1 hour 15 minutes

Candidates answer on the question paper.
No additional materials are required.

Time 1 hour 15 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 in the spaces at the top of this page.

Read the instructions for each part of the paper carefully.

Answer both questions.

You **must** write your answers in the spaces provided on this question paper.

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

At the end of the test, hand in this question paper.

INFORMATION FOR CANDIDATES

Part 1 carries twenty marks.

Part 2 carries thirty marks.

FOR EXAMINER'S USE		
Part 1		
Part 2		

Part 1

You **must** answer this question.

You work for a firm of accountants. One of your clients, PDT Construction, has applied for a loan to purchase and develop an industrial site. You have received the following letter from PDT Construction's bank.

Read the letter from Lars Fleming, an Account Manager at the bank, on which you have already made some notes. Then, using **all** the information in your notes, write to the bank on behalf of your client, PDT Construction.

We have recently received a loan application to purchase an industrial site from a mutual client, PDT Construction. However, before we can process the application, we require further information on some points.

Firstly, in the breakdown of costs for the project we cannot find any reference to architects' fees. Can you explain this?

In addition, although we requested company figures for the last five years we have only received accounts for the past four years. Why is this?

The funding for the project is also not clear to us. PDT Construction have requested a loan from this bank for only 65% of the total investment. We need to know where the remaining 35% will come from.

Finally, a representative from our bank has looked at the site and the bank is concerned that the purchase price for the site may be too high.

I look forward to hearing from you.

Yours sincerely,

Lars Fleming
Account Manager

Will use in-house staff

Explain

Disagree - say why

Give reason

Suggest a meeting to discuss

Write a **letter** of between **120** and **180** words in an appropriate style on page 3.
Do not write any postal addresses.

Part 2

You **must** answer this question.

You work for an accountancy firm and one of your clients is a small airline. This airline is considering purchasing a new aircraft within the next twelve months to expand its operations. The airline has asked your firm for advice concerning this purchase and you have considered the airline's financial position.

Write a **report** for the airline. Your report should:

- explain which internal financial indicators most accurately show the financial position of this airline
- summarise the airline's current financial position
- outline what risks there would be in expansion
- advise the airline on what steps to take next.

Write your answer in **200 – 250** words in an appropriate style on the following pages.

A series of 25 horizontal dotted lines spanning the width of the page, providing a template for handwriting practice.

BLANK PAGE

You may use this blank page to write notes, or, if necessary, to finish your answers.

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