

Candidate 4 - Work

Part 2 — Work or Study

Read the two tasks below. Task 1 is work-related and Task 2 is study-related.

Attempt **ONE** task only.

Write the task number you have selected in the box at the top of page 05. Write your answer on the lined answer sheets on pages 05, 06 and 07.

Task 1 — Work

Your company is going to redesign and modernise your office space. Your manager has asked you to write a **report** suggesting which areas could be improved and what to prioritise.

You should include some or all of the following points:

- layout — organisation of furniture
- facilities — kitchen, leisure area
- equipment — computers, printers
- accessibility for people with disabilities
- interior design — colours, pictures, plants

You may also add your own ideas.

You should write approximately 200–220 words.

Task Number

1

Hi: there

I ~~best~~ want you to Report to Improve our Company.

First we want a Organisation of Furniture.

For example like New couch and chair and

Smart TV so when the customer come to

our company so they can watch the TV.

In our company we need a kitchen, &

Because the customer or people works in

the company need get they coffee or Breakfast

~~is~~ ~~is~~ Third I want you to get ~~is~~

New Computer and Printers so we can work

properly because is more easier than writing

with our hands. And for last one

our company need to like a fancy place.

Like for example Pictures and plants

Like get small tree in the corner beside

~~the~~ the couch and Pictures Art on

the walls and in offices especially

in a Meeting room so when some

business or famous ~~is~~ people come

to our company so they can feel more

Excite for the Meeting, colour of
the company need to be black and blue
because this colours can make people
feel cool ~~and~~ with these colours.

That's was if Thank you for trying helping
the company to improve it.

Bye!