

### Linguaskill Business Writing

#### Writing test advice for the candidate

##### Before the test

- On the Linguaskill website, look at the [Linguaskill Business sample test](#) read the information on the test, so that you are familiar with the tasks and how to move through the test.
- Practise writing within a time limit so that you know how to manage your time.
- Practise writing online using [Write & Improve](#) and [Activities for learners](#).
- Make sure you know where the timer and word count functions are.
- Make sure you know how to use the copy and paste buttons.

##### General Advice

- Read the tasks carefully and consider ways to develop your answer. You might want to ask for a pen and paper to plan your answer or list your ideas.
- Plan to spend 15 minutes on Part 1 and 40 minutes on Part 2.
- There is no maximum word count for either task so try to write as much as you can. This will give you the best chance to show your full language ability. You are free to move between parts of the test to change or add to your answers.
- Be careful with your typing because there is no spellcheck! If you have some time at the end of the test, read your answer again to check for spelling mistakes, spaces, full stops and capital letters.



### Part 1 – Email task

#### Part 1

You should spend about 15 minutes on this task.

You have received this email from your department manager, Stella Brook.

**From:** Stella Brook, Department Manager  
**To:** All staff  
**Subject:** Budget for visiting clients in other countries

Please note that we have a much smaller travel budget for visits to clients in other countries this year. If you do need to visit a client, you must email me first to ask for my permission.

Write an **email** to Stella Brook, your department manager:

- say which client you need to visit
- tell her why this visit is necessary
- suggest how you can reduce the cost of this visit

Write at least **50** words.

#### Advice for the email task

- Spend about 15 minutes on this part.
- Try to cover each bullet point with as much detail as possible, for example, you can usually give some examples, reasons or explanations. Where possible use a variety of language (e.g. structures, vocabulary etc.)
- Try to write your answer in a style that is appropriate for the context and target reader.
- You don't need to include an email address, or subject line at the start of your email. You can usually start your email with an opening like "Dear/Hi/Hello...,"
- Try to link your ideas together so that your writing is easy to follow. Think about how you can use paragraphs effectively.



### Part 2 – Business report task

#### Part 2

You should spend about 40 minutes on this task.

As part of a review of its pay policies, the company you work for is considering whether each employee's pay should be based on that person's performance at work. The head of the working group leading this review has asked you to write a report on how basing earnings on performance would affect your department.

Write a **report** for the head of the working group. Discuss the potential benefits and issues for your department of basing earnings on performance, and make recommendations.

Here are some points you may wish to consider in your report:

- how performance-related pay might affect motivation and recruitment
- what challenges there might be with measuring performance
- whether providing opportunities for training and promotion might be a better way of improving employees' performance at work.

You can also include any other ideas you think are relevant.

Write at least **250** words.

#### Advice for the Business report task

- Spend about 40 minutes on this part
- In your answer, try to cover all aspects of the task with as much detail as you can and give examples, reasons or explanations where possible.
- Make sure you include some recommendations and explain your reasons for them.
- In addition to writing about the bullet points given in the question, you can include other ideas if you think they are important and relevant to the task.
- Try to link your ideas together so that your writing is logical and easy to follow. Think about how you can use paragraphs effectively.
- Write your answer in a style and format that is appropriate for a report. Headings and sub-headings can be used. Avoid using long lists of bullet points in your answer as these will not show that you can link the ideas in them together effectively.
- Where possible use a variety of language (e.g. structures, vocabulary etc.)

