

TASK 1 – SAMPLE ANSWER VERY HIGH FIRST CLASS LETTER

Natural Clothing Limited
Unit 5, Bramhall Industrial Estate
DARLINGTON
DL1 5PW
UK

Date: [of exam]
Ref: Bw/pa

Ms C Shum
The Bamboo Company
54 Fengshou Road
Shijiazhuang City
Hebei Province
China

Dear Ms Shum

Bamboo material

We are interested in bamboo material and would appreciate information on your prices, the quantities you can supply, your delivery charges and times. Your advertisement states that the material is quick to absorb moisture, and we would therefore appreciate confirmation that it is suitable for all weather. Perhaps you could clarify the effect of rain on the material. We would also be interested to know the types of clothing some of your existing customers already make from this material. We would also appreciate clarification on whether you supply the material ready-dyed, or whether we would have to undertake this process ourselves.

We look forward to hearing from you soon.

Yours sincerely

Barbara Williams
Managing Director

TASK 2 – SAMPLE ANSWER VERY HIGH FIRST CLASS MEMO

Memorandum

To: Geraint Jones – Head of Sales and Marketing
From: [Name of candidate] – PA to Barbara Williams
Date [of exam]
Ref: BW/pa

Bamboo and hemp

Ms Williams is interested in using other materials and is considering buying bamboo and hemp. Obviously she would appreciate your views, especially on whether you believe cotton will be replaced by bamboo and hemp in the near future. She'd also like information from you as soon as possible regarding the chemicals we currently use for bleaching and dyeing and what percentage of the cotton we use is organic.

TASK 3 – SAMPLE ANSWERVERY HIGH FIRST CLASS CIRCULAR LETTER

Natural Clothing Limited
Unit 5, Bramhall Industrial Estate
DARLINGTON
DL1 5PW
UK
Email: bwilliams@naturalclothing.co.uk

Dear Sirs

Request for quotation – our reference CT2437

We would appreciate a quotation for 10 rolls each of plain dyed 100% cotton and 100% cotton Jacquard Poplin shirting, both of weight 40m/m, roll width 48cm, and roll length 150m. We would also appreciate confirmation that you could offer the same price for orders of 5 rolls only. Additionally, please confirm these products are organic.

We would prefer it if you could email your quotation to the above address.

Yours faithfully

Barbara Williams
Managing Director

TASK 4 – SAMPLE ANSWER VERY HIGH FIRST CLASS PRESS RELEASE

Natural Clothing Limited, a company dedicated to using only natural materials such as cotton and wool in its clothing, has now decided to widen its range and is hoping to also use bamboo and hemp in addition to other organically grown materials such as cotton. Fibres such as bamboo and hemp have many advantages over traditional materials. Garments made from them are naturally anti-bacterial, biodegradable and extremely soft. They have been said to feel like a cross between cashmere and silk. The clothes breathe easier and are even cooler than cotton in warm weather. Yarns are frequently hand-dyed with natural dyes such as indigo, madder, logwood, and fustic. To avoid the need for dyeing with dangerous chemicals, cotton can, of course, be grown in natural colours. Most organic cotton products are therefore remarkably soft, because there are no chemicals, harsh dyes or toxic bleaches applied to the fabric – this also makes the clothes much safer for those who wear them.

For further information, please see our website: www.naturalclothing.co.uk or contact us at:

Natural Clothing Limited, Unit 5, Bramhall Industrial Estate, DARLINGTON, DL1 5PW, UK. Tel: +44 (0)1325 38866, Fax: +44(0) 1325 37808.

193 words

TASK 5 – SAMPLE ANSWER VERY HIGH FIRST CLASS PASS INFORMATIONAL REPORT

Sales of organic and non-organic clothing over the last 12 months

We have seen an increase in the sales of organic baby, children's and women's clothes, (from 40% to 60% in all three cases), whilst sales of men's and teenage organic and non-organic clothes have remained the same at 50% in both cases. One year ago 60% of all the clothing we sold was non-organic, whilst now the position has reversed, and 60% of all the clothing we sell is organic, showing a marked increase in interest in organic materials.

79 words