Exemplars for the Productive Skills

The exemplars for the productive skills are examples of learner discourse (spoken or written) that have been assigned benchmarks by CLB experts according to the Speaking and Writing Profiles of Ability.

Speaking Exemplars

There are twelve primary Speaking exemplars on the DVD that accompanies this kit. Each primary exemplar is identified on the DVD menu by the benchmark that it represents.

In addition, there are ten secondary Speaking samples on the DVD. These secondary samples are identified on the DVD menu by letters. The benchmark assigned to each secondary sample is shown in the chart below.

Secondary Sample	Speaking Benchmark
Sample A	7
Sample B	9
Sample C	6
Sample D	12
Sample E	6
Sample F	7
Sample G	4
Sample H	6
Sample I	4
Sample J	7



Writing Exemplars

There are twelve primary Writing exemplars in this kit. Each primary exemplar is identified by the benchmark that it represents.

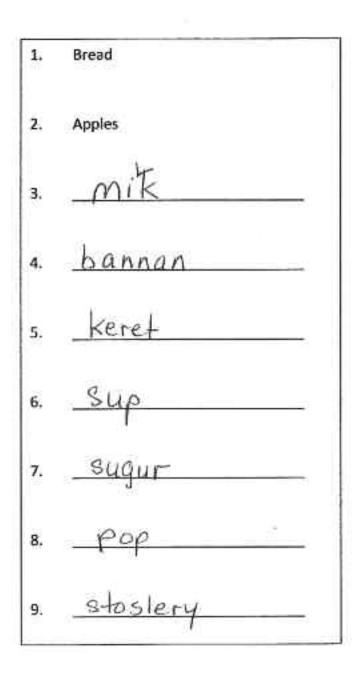
Page numbers to locate the primary exemplars are shown in the following chart.

Primary Sample	Page
Benchmark 1	185
Benchmark 2	187
Benchmark 3	190
Benchmark 4	193
Benchmark 5	196
Benchmark 6	199
Benchmark 7	206
Benchmark 8	212
Benchmark 9	217
Benchmark 10	222
Benchmark 11	229
Benchmark 12	236

In addition, there are seven secondary Writing samples. These samples are included for supplementary support and practice. Three of them have assigned benchmarks and four of them do not.

Secondary Sample	Writing Benchmark	Page
Sample A	12	244
Sample B	9	251
Sample C	7	258
Sample D	Not assigned	265
Sample E	Not assigned	271
Sample F	Not assigned	276
Sample G	Not assigned	283

Instructions: Complete your grocery list.





Instructions:

Write about you. Write 4 sentences.

name is Viktoria. an liv Toronto Canada bonr Ukraine maried am ecoNomer

Complete your grocery list. Instructions: Bread 1. Apples 2. Reise 3. <u>Rot</u>b Carrot Chesse Nilk Jomamo 4. 5. б. 7. Corn 8. cream 9.



Instructions:

Write about you. Write 4 sentences.

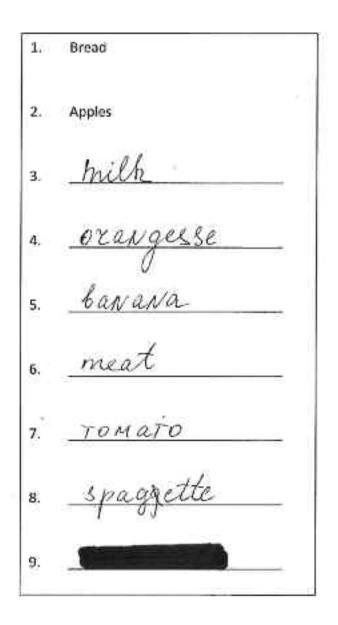
Uy mame is Elena. Family is small. dauther is nice. am a student.

Instructions:

It is a cold winter, and the heat in your apartment is not working.

ar Landlord		Rou	m is	col	d	
	IF I	is th	e Are	ablen	1.	
	Giv	my	m is e pre the	mai	ster	, ple
		0				·

Instructions: Complete your grocery list.



Instructions:

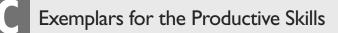
Write about you. Write 4 sentences.

RINA name 44 ea ave name can 1lad assan rom TOCA treveline rend a na CONB. OG lot na oronto

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Dear Landlord: RINA Name etment UM nu ano apart 2 un CA hen wold UN TRIMA



Instructions:

Write about you. Write 4 sentences.

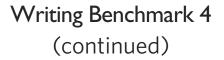
I am Réza. I am from I was born 1953. Iran. was graduated high school in 1971 and unive have 2 darpher 9 76. T in Vear arived Canada ONE a 90 anada 4000 Country for futur. neu lite. m bette 100

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Dear Landlord: partment 505 V.C. bl Dro a 390 0 ten meit NONF a no be O a00 0 С UDIT Ð 90 501-0 500

Writing Exemplars



Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

nion Dha 15 mate 01 201 OZON

Instructions:

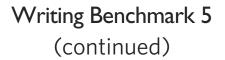
Write about you. Write 4 sentences.

Ky I am Festormata 31 student at I have been in Tonondo for four months and I'm happy to be here. to improve my ens hope Lind back and

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Dear Landlord: I told you last week, the heat in apantement still deesn't wook, and i is so could invide I think it's because of the power I turne it on buton, some times, when it wooks few minutes and the it turne it soffe by Please let me Know when you book an apportment with someone about that Thank you



Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

I think that global warming is an international requiring immediate action Cris the small prost of it is noturof climate change and th 51 t eja anothing We Co1D do Brit paincipat responsable the Secon bal many things Tumcan trulago tonm Ne attendion about RECOR make eveduct without this Uis natural about consequence

Instructions: Write about you. Write 4 sentences.

Hi, My name is pPurvi. T was a reacher in backhome. I have five years exprence as a teacher in secondary school. My special sybject is science. I like to work with children. My father and mother are also work in Leaching Field. 50, beaching skill come in my blood. I want to become a good teacher in Canada.

Instructions:

It is a cold winter, and the heat in your apartment is not working.

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Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

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resource of energy. In addition, all natural resources creat more pollution. In this processo make plastic land, dir and water WA pollyted. by using of plastic and chemical and water land pollytion. Using of ges fuel make creat dir pollytion by spread cas and co in dir. Finally, I want to say that, if we want to gave our lives and Earth then we have to put control on use of natural resource. We can try to make less pollution, we can use bikes and transit for travel, we can reduce PUblic USE OF Briver VEhicals. I am sure EhE we can stop the cutting of the trees and bary me agoverment also take some immediate help action from above. grow up more trees and forests.

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

	Dipesh (
	33, Charles hall.
	scarborough.
	MIG ON.
	Ph = 416 - 439 - 60000
	cell: 416-234-
	Dear sirlmadam.
	I know about your classes from my
Frien	Id. First of all I want to introdu introd
~	elf.
E Jalm	ation:
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6040	I did M.Sc. with my special

Experience: I have five years experience. as a teacher in secondary school. I taught maths and Science in grade 8,9 and b. I have 3 years experience for computer works. For instance, Excel, world. tota entry__ Expertise: - I have good speaking and communication Skills. - I have better ideas for work on projects. - I have best method to make problems easy and understandable for children. - Good skills to know the children and understand them. - & More patient and listening power. I would like to join with your classes. sure you will give me a chance to am Т my self. I am waiting for hearing prove your side. From

Instructions:

Describe a complex process or procedure in your field or area of expertise.

I am going to describe a science truth I when we are or any kind of lives are breating, In this process we take of from the gir and produce coz. But in the present of the sun or sun light trees are taking cos and produce os. This process is helps us to make our comme envirement good. It's helps 45 to maintain the quantity of or and cor in the gir.

Instructions:

Write about you. Write 4 sentences.

am hourencia 24 Years from Namibia 9 come to canada month ago, and Love Candola people in this country more police Am dow tinance and office assistant Prodram (FORP) ave more then 4 years experience in Customer Service in retain sector and rong experience in Office assistant (1000 (GDN) Global distribution Network all my experience from Namilaia and currently am doing JOAP and for my co-op to gain Canadian ooking ahrad experience.

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Dear Landlord: This letter is to inform you about the air conditioner that is not working in my apartment gam renting an a apartment in 2460 building 3 bedroom in 2208 Apartment number, and my middle heat is not working. The first winter Was raom working proporty but this winter since it Starber my room is getting more colder day Need it to be repaired as soon as soon Con Am Looking abeat to bur immediate attention to this Matter and to hear from Ihank your Your sincerely, Lourencial

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

warming I believe is an international Orldan require immediate action. is caused by Industru Know Global Nermine Smoke in that release back actory to air pollution, and when the lead hat it lead to cause acidic rain is polluted STI It Lills rain is realedy released orcidic when trees the leaves of the tree and plants and Cause tree to die when the roots absorb circund. when dir this cannot breath a tresh air and the trees we are devin. is also cause Catology mines warming

open mining by damaging the soul and the which lead to earth quake and ather Nottural disaster. worming is caused by big factory in the Ghad ocean that catch fish and when they make or produce their produce, they replease darry water and smoke in the water that keed to alot of killing of fish and later day we cannot have oppough. It will be better if we change these factory that release smoke not to be many in one area. which we will reduce air pollution and not to have alot of open mining instead have underground Mining. When we do the above mention we will help reduce Global worming

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Mrs Jonathan. triendly and energetic person with a am an experience in office assistant and prettion as an office assistant coking tor a tur organization Dr Zeem computer skills inc CT CT CP luting MS OFfice ms word, ms excell, ms Access and internet Aniero Ser this experience most from my priviase Distribution Network as an crice at assistent. where 9 assists in running and it resulted in smooth office support Playing a key dg answern customer calls and directing to manager if requested

promoting materials such as Bnoks and Chs. and doing a weekly report and the balances of backs and sent or email take report to the head office to keep my management updated. I think an a switche For this position because have strong experience and from the research that I have made about the company it work with Professional training and the workshap that you do I this want to be part of this great team. while I can grow professionally and Continue to contribute to the company success Jam Lobking ahead to hear from you and meet with you to discus more indetail. Thank you. Jours Sincerely, Laurencia

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Dear Landlord: apartment is Kulia This om 603. unexpectedly col It is 1.07 Vestara all not wonte outs an DRI minuce 10°C causes you please cover apartment my hell in wh the as Regards

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

alth centure, modern technology pments have merea contint ond that Speed with bad eff and Lion our leads ua globa I believe Fthat immediate allion thoug the 91069 dam mos by weak ening an Industies Are a way that In ooll

As people demand these goods and services and the population grows, industries develops and increase their production to meen the pacity rising population other hand, as monstries expand, they require more clear land to establish pen factories and use mer ces. That is why the environmen mes unable to receiver dramatically. The world becomes an place for humans and inconvinient other creatures to live. Therefore, people should make a decision/choin between living in a health limited was iving ing destroyed high world al of welfare and oppor In addition, people may tand to a technologicy which protect the from harmful industrial effects.

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Mr. Smith excited he researchy, Iwas Practical Nurse openin feel my educa a and ma as nonledge in theop am and actice. Lgir el. Se NI eard ac ano Look to m was

to contribute able e's auccese. nued conti a hospital. an u references. considera pu han Sinceral RPN Yub

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Dear Landlord:
I am writing to you to explain that the leat
I am writing to you to explain that the heat in out my apartment is not warking .
My name is kim m I we on the second
Plocar, Room 214 OF your Apartment NS 2016.
Adually, yesterday around 9 pm, I beard a Loud
noise near the central heat of the my appartment a
an of a sudden, the stopped voorting. The room tops wa
very cold in very short time. I called you two times
but unfortunately, no one picked the phone.
I am writing som have to request if the hear
could be repaired at the particest as we are in winter and
it is very cold expedially in the ovening.
I may be contacted on 116-555 - for
any additional information. I took forward to hearing from you soon. Sincerely
tim

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Everyone around the world today is diffected global warming. It is an international crisis which immediate requires action . Today, and there are more vehicles ON the road which cleates lots of pollution. davaging the . Some industries use chanicaly on day atmaphere little by little and this should be destroy the parth which again avoide Despite growenment intervention to decrease the. risk, the problem exist and it get worsen day by day In many countries, people but trees or there may be large oleforestation thus teducing the level of oxygen and destroy the animals habitat. thus creating nogative PCE IN the earling A Some factories use too nuch chomicals which

destroys the earth thus damaging the ozone layer of the solar system. worldwide The government, should work more in partnership with other ascodation to reduce. the risk of damaging the ceane layer. The education should start at school to educate youths about the effect it creates in the atmosphere. Youngsters at very young age should make it a must to use the Janbago bin accordingly. Parante should give good examples to children. There should be a st way of preserving the habitate of wild animals and not destroying them. People Should be encouraged to provoland cultivate trees to prevent loss of oxygen and soil erosion hunters and The law should be more severe for those who kill animals, whales, showing to sell their parts. Fishing methods should be banned in certain regions. The electricity capacity and vole wage should be reduced. With by point Many aunties use lots of voltage than other countries and if we try to use more solar every rather than electricity, this will help reducing the risk of global warming

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Your letter should be 3 - 4 paragraphs.

I am applying	for the position of youth
	es. I would like to be considered
for the above mention posit	ion in your prestigious company
I would like to brin	g my okills, knowledge and
experience through	3 0
	e in dweise fields of customer.
	the of behavioural problems,
addiction, poverty	
6.1	organice work, manage time
and strong interpersonal	<u> </u>
	s office especially when doing
client reports and indi	
· High Alexibility to wo	

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Loonana Strong devotion and commitment newards the Abouts of the company Ability to resolve conflicts Show empathy being neutral. Billingual in French and English I would welcome an interview with you at any time during the week or weekend convenient you 60 to hearing look Anward from T DOD. LJC Smoorek kanna

Writing Benchmark 10

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord: Dian etter tinds you in Hap the heater since 44 0 reall 15 iold. little son, it is eating system you could send appreciate 1tin the heater othe enriest Thanks in advance Kampan Towers Apt#312 cel: 647-856-00 0,200

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

though the natural changes in distance and astronomical factors - sum global warming mine the interence of The test is changed in global weather ements. arted to usegene sphere differred It altested chiefel cath atraspers E-Ven it was before the induste is then

Now, nest at government realized effectot tosal fuels an global morning an pioneers in public avoir called "carbon tout print" and 50 strategres to reduce it shit from tossill tuck to natural redou energy which is called "are energy not cost benifit in short term. That's why A. 62.0 countries and industries are reductan these pland. Planet earth our only home the. universe an enybody's responsibili he hor to 1613 ourselle rescence our children

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear recruiting manager of 14:205 erace back ground made Notnesse and objective your bear I car atdrugs pengule. through centre byenman successful traces Excellent conterpersonal

communication skills proticient in computer skills including MS office (word, outlook, Excel and powerpoint) · Dopendable, hardworking, Athe to work in ateam and indepe Bestall primared, accurate and invitiative To discuss how my enthusinsm and tolent add volve to your organization, it was pleasure to meet you personally Reexfind my resume attached appointment 10 reached c.p. Be-647-856mail address egmail com loving tomad to have ny from you son Kind regards Dr. Kamani at 12, 204

Instructions:

Describe a complex process or procedure in your field or area of expertise.

(Instruction for Nurses - to be placed on bound at injection room) Hepovin Eubentaneously Prepare and keep ready the tools : me sterile yringe , alcohol scrub Hepport De down supre, expan f¤. the proceedure, select the site (Abdom mm/h put on your gloved the injection site with alcohol pad craha 1-2 minutes - OPP ter the alcond the event amount of Hagarin as dector with draw prescription. If you are using an Tosh make sure it is marked by milliteres NOT insulin Units be contrasing and nalle you administre which wrong dunge of Heperia hard the skin of injection site with left hand and inpert the needly with its degree angle

needle entered the skin. Smart an to herizantal enter then merten see the needle beneath the skin the drug you should see the 1017 needle- which Leavers in typ of nodely ran thencedle - don't scrub with alcohol to cause the the needle in the designated hazardons yellow discard or hand French observe patient for tew moutes bobs discharge

Writing Benchmark 11

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

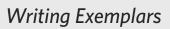
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Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

I AM OF THE SCHOOL OF THOUGHT THAT
BELIEVES CLOBAL WARMING IS PART OF THE EARTHS
DATILLAL CLIMPTE CHANGE, AND NATURE BE ALLOWED
To TAKE IT'S COURSE.
LOTTH THE TEARS IN THE OZONE LATCE, NEW ICE
METTS IN THE ANTARTICA AND NATURAL DISASTERS LIKE
FLOODS, EXPTHELIANCES AND TSUDAMI'S HARPENNIC WITH
CREATER FREQUENCY IN RESENT TEAKS, IT IS APPARENT
THAT NOT MUCH LAN BE DONE TO AUERT THESEINS
THEY HAVE STUL OCCURED EVEN WITH METCHEOLOGIET AND
CLIMPTE SPECIALISTS PLEDICTIONS.
WHAT I BELIEVE IS OUR RESPONSIBILITY AS HUMAN
BETWES, IS TO SHOW KINDNESS AND TOLERANCE TO OUR
HELGBOULS AND TRENT OTHERS AS WE WANT TO BE



TREATED.		
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Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear JOHN SMITH :
I would like to APPLY FOL THE PROJECT WOULDAT
POSITION ADVERTISED IN THE COM NEWSPAPER, OCT 3th 201
I HAVE OVER 10 HEARS EXPERIENCE IN PROJECT
MADAGEMENT, SCHEDULING AND LOOKDINKTION, HAVING WORKED
IN THE NOT FOR PROFIT AND PRIVATE SECTORS. I ALSO
HAVE A FRAST DECRETE IN POLITICAL SCHNCE AND A
MASTERS DECLER IN INTERPARTIONAL BUSINESS AND
MANAGEMENT WHICH I AM CONFIDENT WOULD BE OF
CLERT BENEFIT TO YOUL DECIMIZATION.
THE KEY STRENGTHS I WOULD BLUE TO YOUR
OLAMOSTION INVLUDES:-
() EXCELLENT DIGHNIZETIONAL, INTERREPSONAL MOD
PEOPLE SKILLS, with A PROVEN THACK RECORD OF ACTING

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Writing Benchmark II (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

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Writing Benchmark II (continued)

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Writing Benchmark 12

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landiord: had NOVE ø VEGLG au DREAUGE --- C ratt La d TEXY WYI Y.X Ø YOUNG lease 14 aus nome 00 Cah 100 52% end.

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

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Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear PEVSonne lease CCCI Anel periesce - 1 DOSITISTS WENDUS and SSECTOR in WR WOV. 118 a consuta wase WAGE BE ISV ole 0 GL Junas

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Instructions:

Describe a complex process or procedure in your field or area of expertise.

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Secondary Writing Samples

These Secondary Writing Samples are included for supplementary support and practice. Three of them have assigned benchmarks, and four of them do not.

Secondary Sample	Writing Benchmark
Sample A	12
Sample B	9
Sample C	7
Sample D	Not assigned
Sample E	Not assigned
Sample F	Not assigned
Sample G	Not assigned

Writing Secondary Sample A

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord: well 50 Wee Ve 5451 a. 200 日卫 mile a On c Seems to be colde unit rquest an AC DL ¢. .#2 0 4 UN3 The ROM em me σ

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Writing Secondary Sample A (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

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Writing Secondary Sample A (continued)

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Writing Secondary Sample A (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

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Writing Secondary Sample A (continued)

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Writing Secondary Sample A (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

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Writing Secondary Sample A (continued)

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Writing Secondary Sample B

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord: iltoria and name aving enaut unil en m re us in my tenen Mari au Esu an R to essi be rai com contact phone man the. Lotu hear ing Viltorig

Writing Secondary Sample B (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

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Writing Secondary Sample B (continued)

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Writing Secondary Sample B (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

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workinp as 4 Us thesis Way and fended Since then Ve us A Working assessi eva anti depressar Side en apilifie Com experience an extensive 8uch conquitive behavioral, emotional their trea tment roblem mangement excellent un morti Cipate conducted company Pu order 40 Dain about the ladilip resea. like -60 aste Some aulin yout ine ut wing forward heari he at aus XXXXXX Viktoria

Instructions:

Describe a complex process or procedure in your field or area of expertise.

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assess ment and his mente 10 her them Cout 41 nation make Mu 100 own Case u mSS ALC'E'OU SS- onar comi wal nad mark a The Orm -epo the ans are Dalice C 2

Writing Secondary Sample C

Instructions: Write about you. Write 4 sentences.

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Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord: etter my compain HAD my apartino the 100.00 160010110 WORKING is winke tait has HINP there is nerially 1 extremely apartments 190 (0) Cild no heat WAIM unperapper when att to u Wald P De. aud man Und ome. come au 10,00 me Da DX Please do not hesitate to call me guurs Oncoro.

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

warming is each and evenue 900a Cri planet's concern. perause atte Ne are take up action for the reduction of Global WAIMYNO taking care of to start us and PORCINIS ŵ [OMIAS NUHAN

Must of the hypordous chemicals on earth are man-made and there are less that is being done to seeps the planet clean.

feople should shook to stop the use of chemicals, chapping siff trees and plant more frees, produce start that are no have tarm to the earst and those living on it. Apple should start using bisnycles than cars especially in tourty

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Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear MIS. Shown Oldwart KANACA am wit an intere [Dmathu and Brance nave. 8 LICOUS ANDATESSIVE EDDOCTIENT CNDY Sound and Alos 97/1/19 an IU ncu APC mme/ æ NAME **INCIN** M 2299 M RI DIA VQ.

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Instructions:

Describe a complex process or procedure in your field or area of expertise.

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Writing Secondary Sample D

Instructions:

Write about you. Write 4 sentences.

My Name is Randini I have a bachiles degree in commerce [B. com]. I was work at a Bank as a Banic Teller, also I had a expensive as a Administation Assistant. I have taken Some Courses as a Bank teller and Accounting and Book keeping I would like work in a Financial Industrities. to

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

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Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

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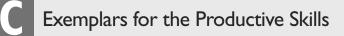
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Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Sir, David, Porsonner Manager : Accounting Assistant Job looking 100 Opportunity -through got This Company. the Honday September 7th 2011 NEWS Eit For Paper. I Think 1 am this Lucul d like to glue Some C. Peniena 96 my & matching in this education one Cind had a Bachdor degree in Commerce. in toronto. high School I Finished my Bank teller COURSES ONE and Accounting an Book keeping. Correndly entrolling am Assistant Program in toronto. OFFICE and 5 Years DURY experience as a 1 m teller my Country . I am VEYN Bank

Friendly Person. My Strength is working with Numbers. I have a lots of Expensionce in Account ng. So I would like to work as a Accounting IF i get the Change to work in Assistant. I will use my strengths your company -10 gain Company Provid. also I am well organizade Porcon in my Past Job I organized till, memo and my work relatied documents in date and year order. This is hellful to Find the documents Easily So Save the time. and I am looking Feedback From Bour company. Thank you for your time to take ma appliciation. Thonk you . Sincenely,



Writing Secondary Sample E

Instructions:

Write about you. Write 4 sentences.

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Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord: you MAAM (1)Ana be 10 TAUS Looking forwar you Amodou

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

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Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Human Ressource Manager. accountant ame itium to nn 1102 n Bn ann Moans 191 Kin Sec In M

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Writing Exemplars

Writing Secondary Sample E (continued)

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Writing Secondary Sample F

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord: I live in apartment 507. As you know winter started early and stress last monday when we wanted to start the heating, It didn't work. The heating control box in our appartment doesn't show anything on the screen. I checked the fuse box but eventhing neems to work fine. So the problem might be within the mount itself. C I wrote you a repair still haven't got any answer last week but management office Could you please send some a look at our heating system at the earliest to god in the apartment we can not stand the cold in the apartment by signat night. Thank you for your time and considercition to our probler

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

changes we are experience all around the world and a matter nattor thethat takes much to talk On one efformat manne have people who think global warming is a crusis whole world. And on the other hand, there is people who that earth's natural chimate changes are something much we can do about it my opinion, I think global warming is a that involves everyones attention . we are all the actions of our day this environment interac impact on the econy take simple examples from is. the chair we sit everyday to have breakfast is made

wood. Wood that has been taken from the formest. If the company that bought the weat to produce the chair don't plant another tree. Soon they will run out of formest as their main rupplier of wood and we, the people will have less green from clean air. Other consecunces includ some to provide of wild life eco-system the extermina licm Wittes strongly believe that actions should be Saying this, I taken to preserve and preserve our eco-systems. These matter the actions have to come from each individual to the goverments of all nations. Among the first tasks To use address should be educational programs by the communi and the goverments. Design and approve new regulation concerning the environment the presentation of the environment

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Phil 1, Marketing Director at Mylan: I am looking for an opportunity to contin concer in the Pharmaceutical industry on the marketing Senior Brand manager manager 1 am a expensive in the Pharmocratical burners sales a x and otc moducts and implemented marketing plans several market stu conducted product launch budget management nown doctors and consumer. J have both CALL STOR tion maram DA percent and tion skills, strong leadership commi moslem team u les and 8000

I think that with my past experience, great manage skills and conunucuvering optimum can con Supenor value to Mylan's performance I really would like a chance to meet with nities within your team. career your earliest convinience End endosed my resume for your review and considera appreciate your time Be sarous Hexande Ogmail.com cell (647) 970-

Instructions:

Describe a complex process or procedure in your field or area of expertise.

The Marketing Plan is the main task of a Brand Manager because it involves the design of the strategy that will ine the life of a product in the market defining the market your we serve and then you will have to target will who consumers will be. your Target is compose by are consumer that will are primarely secondary target which are consumen the and probably will use your produ most Once you have your farget set, you will have to de the strategy to introduce your produ reveral strategies to lounch a product, factors as : product usage, and wa vanous duct, a new product on an existing marke new modult for a new market The launching strategy is \$ sub-divided into Known as the 4P's of marketing : Product, Price, Promotion

and Place. Product and is to Know what is your produ what are its components, what are its uses and most important. what are its advantages. Price is the strategy defining the right strategy for the product; are you going to have introduction price are you a premium price produ lead product or a follower. Promotions stands the definition of the programs you will have with your clients and whole saler. Lost but not least is the place, which defines the places where you want your product to be in for the consumer to buy. In other words, get available for your consumer The final part of the marketing plan is to dem marketing campaign. For which you usualle of an saduertising agency. imput they will create a campaign that translate strategy defined From here all you will have to do is implement all these activities as you planned in your time frome. Good luck !

Writing Secondary Sample G

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord: heating syste JOY K ame me in PLECT enough to USE 15 not 58.00 Derson nth Vou to nea 10 durind Best Wishes

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

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Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Mrs. Holl : м III. into du DOI Shee mation 1/Sm VP SIDP

started my my PS Pr manager and manag Managiny director eal rities or countries 1rips with & you to ad P đ apointmen inter VIP or in advanceo reading my Hany lotte at Best wishes whichkl ¢