

## BEC HIGHER PRACTICE TEST WRITING

### PART TWO

#### Questions 2 – 4

- Write an answer to **one** of the questions 2 – 4 in this part.
- Write **200 – 250** words.
- Write the question number in the box at the top of the page.

#### Question 2

- Your manager would like to improve the level of staff motivation in the company and has asked you to write a report giving details of current levels of motivation and suggesting ways to improve it.
- Write the **report** for your manager, including the following information:
  - explaining how you assessed current motivation levels
  - stating the reasons for the current levels
  - suggesting ways to improve the situation.

#### Question 3

- Your company employs a maintenance company to look after the computer system. However, their service has been unsatisfactory and your boss has asked you to write to the maintenance company to express your dissatisfaction.
- Write the **letter** to the maintenance company, including the following:
  - explaining why you are not satisfied
  - saying what you expect the maintenance company to do
  - informing them what will happen if nothing changes.

#### Question 4

- Your manager would like to improve the administration system in your company and has asked you to write a proposal which includes details of two systems you would suggest adopting.
- Write the **report** for your manager, including the following information:
  - explaining what each system does
  - saying which system would be most suitable for your company
  - describing how your company would benefit.