

Name:	
Jahrgang:	



Standardisierte kompetenzorientierte
schriftliche Reife- und Diplomprüfung

HAK

10. Mai 2019

Englisch

(B2)

Schreiben



3

You are doing an internship in the Marketing and Sales Department of an international supplier of organic coffee and tea. Your company will have a stand at this year's Global Organic Beverages Fair in London. You have been asked to write an email to your customers.

In your **email** you should:

- highlight the special features of this year's top-selling product
- describe an activity that is planned at your stand
- outline the terms and conditions of your special fair offer

Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

Email

From:

Starting time:

To:

Finishing time:

Subject:

Number of words:

Some people say that music has a positive impact on employees. *Work Matters*, an online magazine for young professionals, wants to publish articles on music in the workplace. They have invited readers to send in articles.



You have decided to send in an article. In your **article** you should:

- evaluate the impact music may have on employees
- suggest how to use music in the workplace
- encourage the idea of making music as a team-building activity

Give your article a **title**. Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

Article

Title:

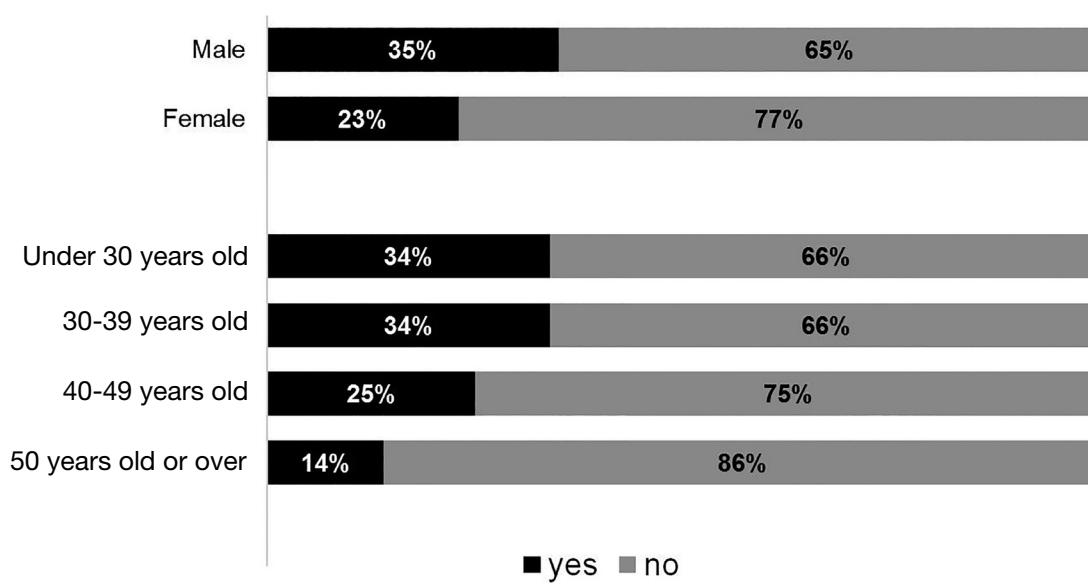
Starting time:

Finishing time:

Number of words:

You work for an international company. The management is considering the idea of allowing employees to do some of their work from home. You have been asked to do a survey among your colleagues and write a report about your findings. Here is the information you have collected:

Would you like to work from home?



In your **report** you should:

- present the findings of your survey
- describe the possible benefits of working from home
- suggest practical guidelines for employees working from home

Divide your report into **sections** and give them **headings**. Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

Report

Date:

From:

Subject:

Starting time:

Finishing time:

Number of words:

Bildquellen

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