

# **X063/11/03**

---

NATIONAL  
QUALIFICATIONS  
2013

WEDNESDAY, 5 JUNE  
11.25 AM – 12.05 PM

SPANISH  
INTERMEDIATE 2  
Writing

20 marks are allocated to this paper.

You may use a Spanish dictionary.



You are preparing an application for the job advertised below.

**Infoempleo S.A.  
Calle del Jazmín  
Alicante 013012**

**Se necesita secretario/a**  
con alto nivel de inglés y español  
para trabajar en nuestra oficina en Alicante

**Funciones del trabajo**

- apoyo al director
- organización de agenda
- organización de eventos y viajes

**Escribir al Director, Infoempleo, Alicante 013012.**

To help you to write your application, you have been given the following checklist of information to give about yourself and to ask about the job. Make sure you deal with **all** of these points:

- name, age, where you live
- leisure interests
- school/college career—subjects studied previously/being studied now
- reasons for application
- request for information about the job.

You could also include the following information:

- any previous links with Spain or a Spanish-speaking country
- work experience, if any.

You have also been given a way to start and finish this formal type of letter:

**Formal opening to letter of application**

Muy estimados señores:

Con esta carta yo quisiera solicitar el puesto de . . .

**Formal finish to letter of application**

Les saluda atentamente,

Use all of the above to help you write **in Spanish** the application, which should be 120–150 words, excluding the formal phrases you have been given. You may use a Spanish dictionary.

[END OF QUESTION PAPER]