



Apellidos e nome da persoa candidata:

PROBA DE CERTIFICACIÓN DE NIVEL C1

Inglés

Expresión escrita

Puntuación e duración:

			NON ESCRIBIR Espazo para a corrección
Tarefa 1	Aprox. 45 minutos	10 puntos	
Tarefa 2	Aprox. 60 minutos	15 puntos	
TOTAL máx. 105 MINUTOS		TOTAL 25 PUNTOS /25

Materiais ou instrumentos que se poden empregar durante a proba:

- Bolígrafo con tinta azul ou negra.

Advertencias para a persoa candidata:

- Os teléfonos móbiles deben permanecer apagados durante a proba.
- Non se avaliará ningunha tarefa escrita con lapis ou emendada con líquidos ou cintas correctoras.
- Non se avaliarán “borradores” das tarefas.
- A folla empregada como borrador deberá ser entregada ao remate da proba.
- Deberá asinar a entrega desta proba no documento correspondente.

TASK 1

..... /10 points

You have an estimated 45 minutes to complete this task.

Home insurance

You and your family have been abroad on vacation for two weeks and when you get back home you find your house has been broken into.

Your insurance company asks you to write a letter in which you describe in detail the state of your property when you got back.

In your **letter**, **you must develop the following three points** in the most appropriate order:

- **Description of the burglary scene**
- **Missing belongings and damaged items**
- **Compensation claims**

- Write between **150** and **180** words.
- You must include all three points.
- Do not forget to include address, addressee, as well as opening and closing remarks.

TASK 2. Report

..... /15 points

You have an estimated 60 minutes to complete this task.

Office environment

You work for a large firm as part of the **Human Resources department**. Your manager has asked you to conduct a survey among your colleagues to determine what their main concerns are presently at work. Your manager's intention is to improve the working conditions as much as possible in order to guarantee a positive work environment and employee satisfaction.

In order to keep your manager well informed, write a **report** where you include the major worries that arose from the survey and interpret the results.

	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied
Flexibility of work hours			
males	72%	11%	17%
females	37%	12%	51%
Frequency and amount of bonuses			
males	21%	24%	55%
females	27%	19%	54%
Physical working environment			
males	60%	15%	25%
females	64%	15%	21%

In your **report**, **you must include the following three points** in the most appropriate order:

- **Summary of the results**
- **Analysis / interpretation of the results**
- **Proposal of measures to be taken**

- Write between **250** and **280** words.
- You must include all three points.