
Zentralkommission für
die Lehrabschlussprüfungen
der kaufmännischen
und der Büroangestellten

Englisch
Textproduktion

Lehrabschlussprüfungen 2005
für Kaufleute
Erweiterte Grundbildung

Serie 1/2

LÖSUNGEN

Task A (5 points)

Sample answer

To: J. McKay

From: (name)

Date: (any correct date)

Subject: Presentation of new software

Ms Egli will present the new software to the delegates of our English subsidiary. Unfortunately, her personal assistant will then be at a conference in Hannover. Therefore she requires a co-worker from the IT (EDP) Support Team to assist her (at the presentation).

This will be from 9 to 12am on 30 June.

Thank you

(name)

Bewertungskriterien:

<i>Vollständige Information</i>	<i>2 Punkte</i>	_____
<i>Verständlichkeit, vokabularische Korrektheit</i>	<i>2 Punkte</i>	_____
<i>Formelle und strukturelle Korrektheit</i>	<i>1 Punkt</i>	_____
<i>Total</i>	<i>5 Punkte</i>	_____

Task B (10 points)

Sample answer

14 June 2005

Dear Ms Grankvist

Thank you very much for your invitation to the anniversary. I am pleased to communicate that 19 co-workers have already confirmed their interest.

My boss and I would like to see the new robots as well as the research and development department. Some colleagues are strongly interested in the IT department.

I would also like to know about the programme and schedule for the three days and details of the hotel where we will be accommodated.

I look forward to hearing from you.

Yours sincerely

(name)

Bewertungskriterien:

Aufgabenerfüllung

(alle Punkte erwähnt, richtiger Anfang und Schluss)

3 Punkte

Verständlichkeit, Vokabular

3 Punkte

Struktur, Korrektheit

4 Punkte

Total

10 Punkte
