

**TASK 1 (10 marks)**

You have just completed a month's course at the Byron Language School in Chester. You were disappointed with the course for various reasons and not happy with the accommodation you had. The school has provided you with a complaints form which they have asked you to complete. Fill in the form with the necessary information and details of your complaint.

(Approx. 120 words)

**BYRON LANGUAGE SCHOOL**  
Percy House, Kingshill Road, Chester

**Complaints form**

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Course dates:** \_\_\_\_\_ **Tutor:** \_\_\_\_\_

**Details of the complaint:**

\_\_\_\_\_  
\_\_\_\_\_

**TASK 2 (10 marks)**

**MEET MY BEST FRIEND COMPETITION**

**We are interested in knowing who your best friend is. Send us your story for a chance to win a dinner for two in the best restaurant in town!**

Your local newspaper is running a *Meet My Best Friend* competition. In approximately 180 words write a description of a friend that you admire. In your description include information about the following:

- appearance
- personality
- details of your friendship
- special characteristics