**ÇAĞ UNIVERSITY**

**HIGHER VOCATIONAL SCHOOL**

**2024 – 2025**

**SPRING SEMESTER**

**WRITING TASK 2**

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| **GRADE** | **/10** |

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **STUDENT NUMBER** |  |
| **MAJOR** |  |
| **DATE** |  |

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| **Content (0-2)** | **Organization (0-2)** | **Grammar & Vocabulary (0-2)** | **Mechanics (0-2)** | **Creativity & Originality (0-2)** | **TOTAL** |
|  |  |  |  |  |  |

**A Day in a Hospital Office**

**Task:** Imagine you work in a hospital office. Write 5-6 sentences about your daily work. What time do you start? What do you do? Who do you help?

**Model Paragraph:**  
I work in a hospital office. I start work at 8:00 in the morning. First, I check emails and patient files. Then, I answer phone calls and make appointments. I also help doctors with reports. My job is important because I keep medical records organized.