

**ESOL Skills for Life
English Writing Assessment - Level 1**

Centre No.	Candidate Run No.
Centre Name	
Candidate Name	
Candidate Signature	

Instructions to candidates

Check that you have the correct paper.

Please complete the information above.

Use blue or black ink. Do not use a pencil.

You may NOT use a dictionary.

There are 3 tasks.

You should try to answer ALL of the questions.

You have **1 hour and 15 minutes** to finish the assessment.

Task 1

Writing a Formal Letter

You are writing to apply for a job. Look at the adverts, choose ONE job and write a letter of application asking for details about the job and giving them details about yourself, your skills and qualities, work experience and education.

You should write around 200 words.

You can plan the letter before writing a final copy if you wish.

<p>Sales Assistant needed to work part-time at weekends</p> <p>£6.50 per hour</p> <p>Apply: Mrs J. Hart, HR Manager, Tesco Express, Barnes Hill, Birmingham. B29 8JR</p>	<p>Fruit Picker needed, Hamfords Farm, Berry Lane, Stafford. ST18 0LA</p> <p>Hours to suit you</p> <p>Good hourly rate</p> <p>Apply to: Jack Hamford</p>	<p>Computer Operator required to input data</p> <p>Full time £14, 500 p.a.</p> <p>The Manager, Curry's PC World Battery Park, 93 Halle Mall, Arndale, Manchester, M4 3AQ</p>
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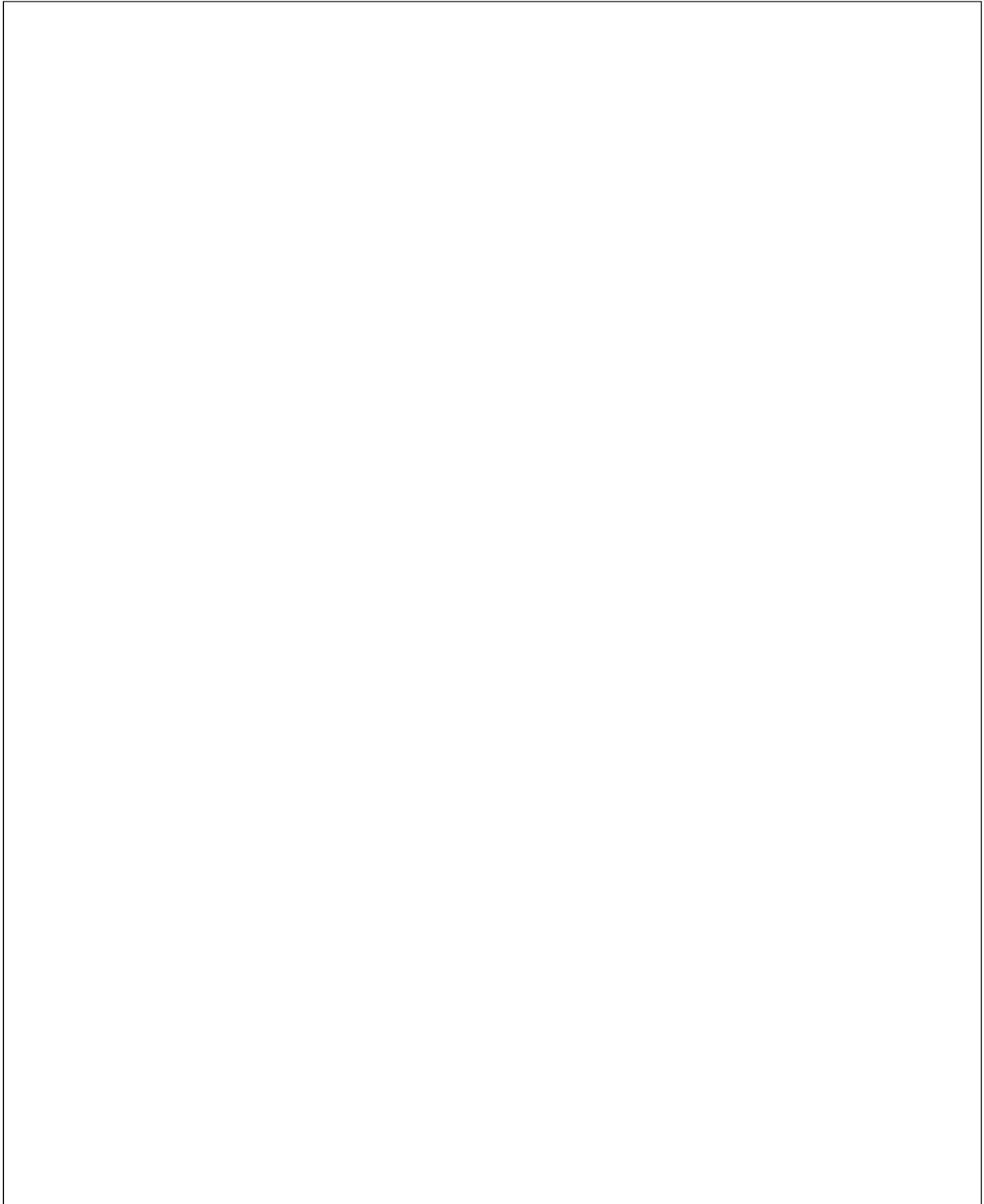
Your tutor will provide you with more paper if you need it.

You should spend around 40 minutes on this task.

Remember to present your ideas and information in paragraphs using a logical sequence and using appropriate language and style suitable for the purpose.

Make sure you begin and end the letter appropriately.

Plan and check your work here:

A large, empty rectangular box with a thin black border, intended for the candidate to plan and check their work. The box occupies most of the page's vertical space.

Task One

You can write your final letter here:

A large rectangular box containing 20 horizontal lines for writing.





Task 2 Completing a Form

You are rejoining as a member of the National Museum.

You need to fill in a form.

Your old membership number was: NM389847

You also want to make a donation to the museum. Using the details below, please complete the donation section of the form:

Card Number

Name on Card*

Expiry Date*

Security Code*


You liked some parts of your experience at the Museum, but there was a need for improvement in some areas.

You must consider the following as you fill in the form:

- The Café – good selection of food and drink.
- Staff – very helpful.
- Museum Guidebook – very informative.
- Need a map to help find where things are.
- Toilets were not very clean.

You should spend 20 minutes on this task.

Task 2 – Fill in the form

 Membership Application	
First Name(s) _____	Surname _____
Email _____	Phone _____
Address (incl. postcode) _____	
<input type="checkbox"/> New Member	<input type="checkbox"/> Rejoining Member Membership No. _____
To make a donation for the development of a Saxon Living Display: <i>Please tick how you wish to pay:</i>	
Type of Card: <input type="checkbox"/> VISA/MasterCard/American Express	<input type="checkbox"/> PayPal
Card Expiry - Month ____ / Year ____	Last 3 security digits on the back of the Card: _____
Card No.: _____	Cardholder's Name: _____
In no more than 75 words, please explain what you like/didn't like about the National Museum.	

Task 3

Writing a Leaflet

You are running a Charity Cake Sale for the local Children’s Hospital.

The Children’s Hospital needs a new neonatal intensive care incubator and you need to raise £5,000. You have already raised £3,500.

Write a leaflet advertising the event.

Write no more than 100 words; ensure your language is clear and concise.

Be sure your advert includes the following:

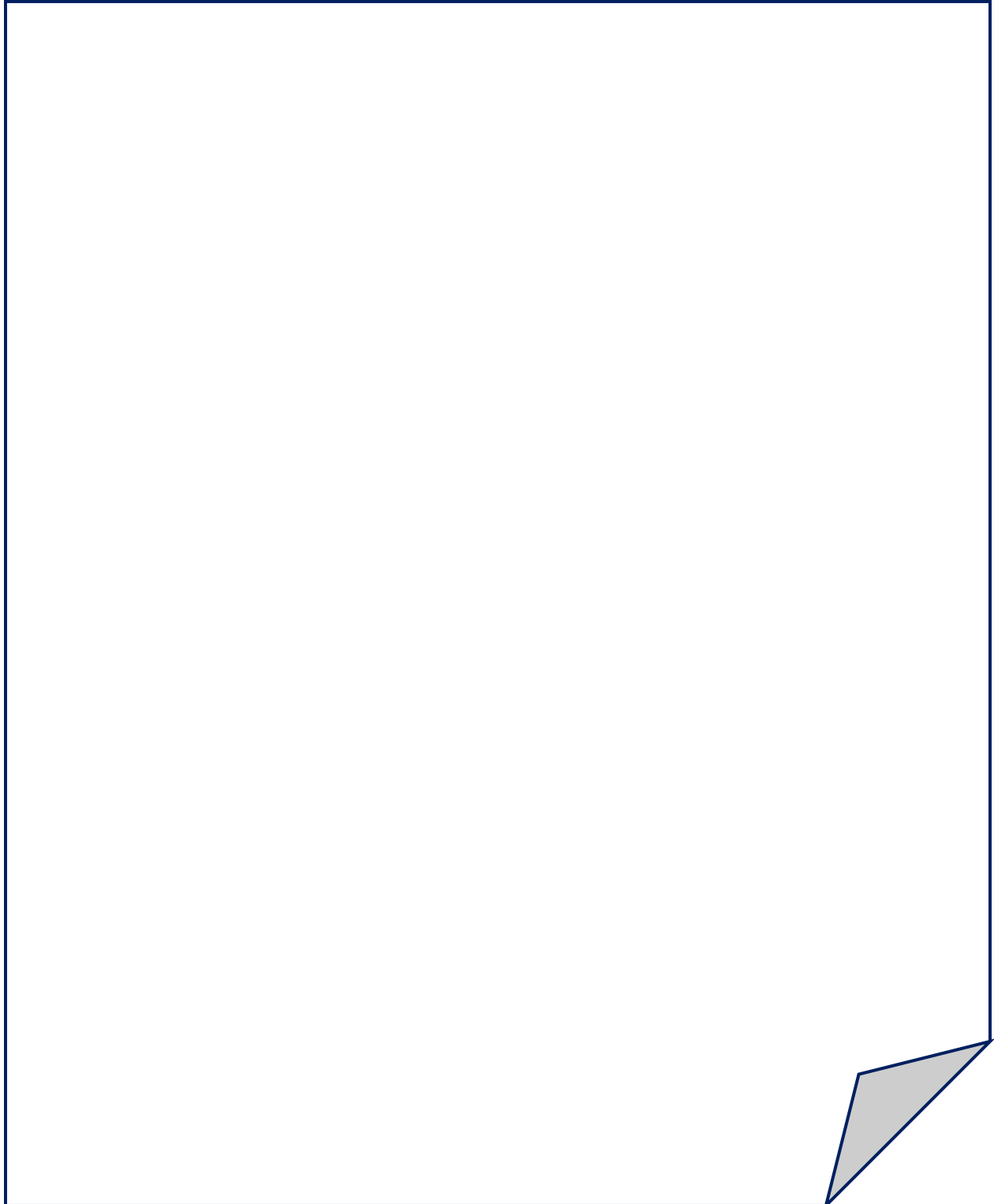
- Date, time and place.
- Title of the event.
- Why are you having the cake sale.
- How much money you need to raise.
- What you are hoping to buy with the money raised.

You should spend around 15 minutes on this task.

Remember to present your ideas and information using a logical sequence and using appropriate language and style suitable for the purpose.

Task 3

Write your leaflet here:



END OF ASSESSMENT

NOCN
Acero Building
1 Concourse Way
Sheaf Street
Sheffield
S1 2BJ

email: nocn@nocn.org.uk

Tel: 0300 999 1177