

**ESOL Skills for Life
English Writing Assessment - Level 2**

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

Instructions to learners

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 recently held a birthday party in a hotel. Write a letter to the Events Manager saying thank you for such a wonderful evening. The only thing you were unhappy with was the lack of car parking for your guests.

You could write about:

- Excellent customer service
 - Friendly staff
 - The room layout and décor
 - The food
 - The DJ (music).
- (and add any other comments you want to say)

You must write about the lack of car parking for your guests.

You should write around 250 words.

Plan the letter before writing a final copy.

Write to:

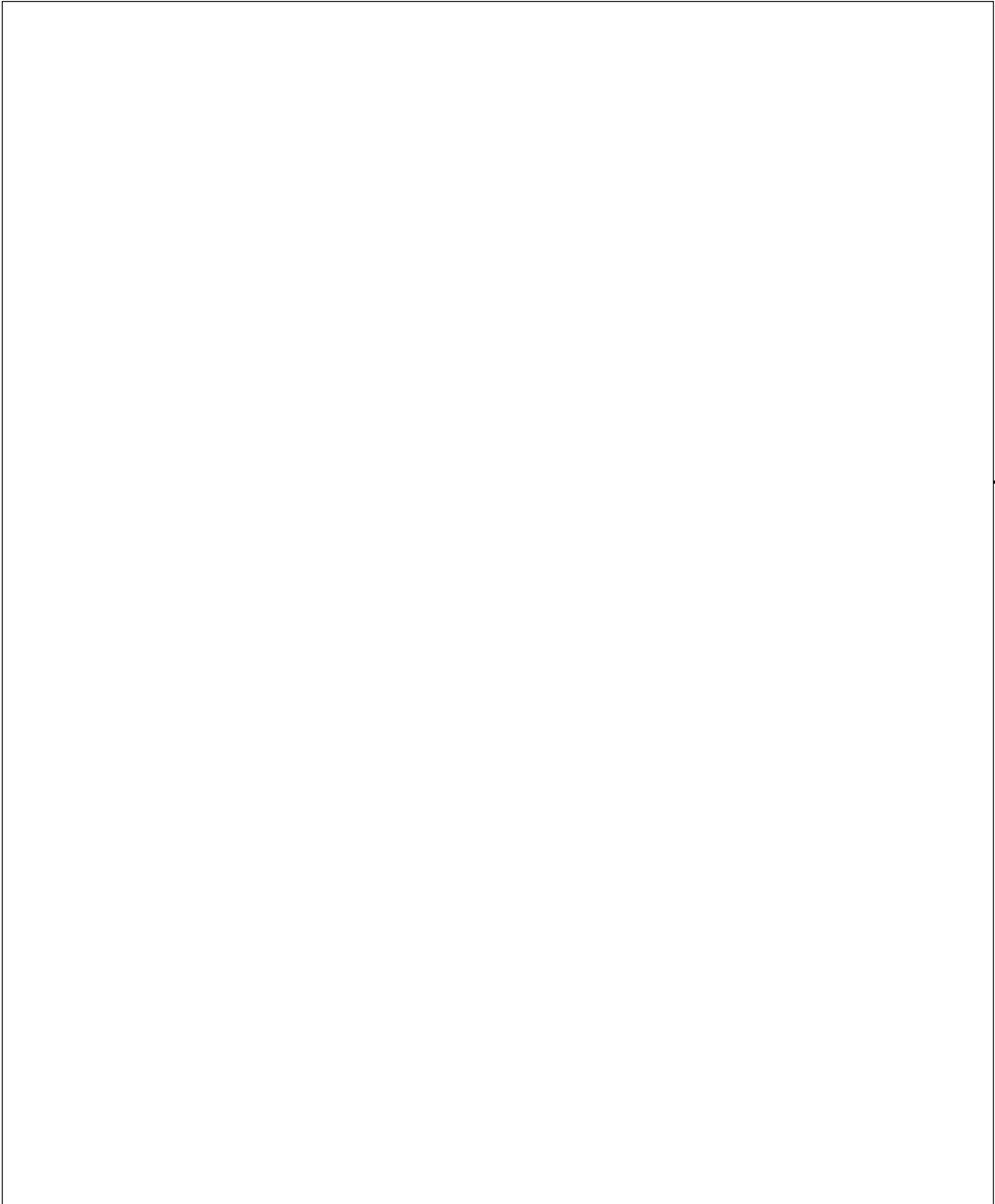
**The Entertainments Manager, Castle Hotel,
Castle Estate, Dublin. DB12 8XB**

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.

Plan and check your work here:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the candidate to plan and check their work.

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Writing
SAMPLE SET 5 – Level 2
Candidate Paper

Write your letter here:

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Writing
SAMPLE SET 5 – Level 2
Candidate Paper



Continued....

Task 2 Informal Writing

Compose an email to a friend. Tell them you are happy to accept their wedding invitation and ask them for details of the wedding venue and reception. Ask them to reserve a room in a local hotel for you and describe what kind of room you would like (e.g. double, single). Ask them what they would like to have for a wedding present.

Here are some suggestions for your email:

- The wedding venue and reception venue
- Directions to the venue by car, train
- Tell them who you are going with
- Ask them to book a room in a hotel, describe the room, type of breakfast you would like (e.g. full English or continental)
- Ask them what they would like to receive for a wedding present
- Tell them any special dietary requirements you have.

Write between 100-125 words.


You should spend around 20 minutes on this task.

Check your work at the end of your assessment.

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

Draft your email here:

Write your final email here:

 Send	To...	<input type="text"/>
	Cc...	<input type="text"/>
	Subject	<input type="text"/>

Task 3 Completing a Form

You have recently visited an award winning garden. You have been asked to fill in a form stating what you liked and didn't like about the visit.

Choose 2 of the following features and say why you liked them:

- The Rose Garden
- The Central Fountain
- The Wild Flower Field
- The Bird Aviary.

Choose two of the following and describe what you didn't like and say why. Make suggestions on how they could be improved:

- The toilets
- The café
- The car park
- Gift shop.

Write between 75-100 words.

You should spend around 15 minutes on this task.

Ensure that the language you use is clear and concise.



**Thank you for visiting our Award Winning Garden
Please leave your comments**

Full name

Date of Visit

How did you travel here today? *Circle best answer*

by car / by bus / by train / by cycle / on foot

Best Feature (choice 1):

Main Points:

Best Feature (choice 2)

Main Points:

Which facilities were you disappointed with:

Please comment on the problem and how we can improve the facilities

Thank you for your comments.

END OF ASSESSMENT

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