

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

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.



L1Write B2FD 022017

Task 1 - Writing a Formal Letter

You have recently visited the opening of the new local library, you want to congratulate The Lord Mayor on funding the library because it has excellent facilities. You must write about the **three** things you liked in detail, they could be:

- The range of DVDs available
- The culturally different variety of books available
- The kind staff
- The clean buildings and public toilets
- The special reading events for children
- Book reading clubs for adults
- The IT and computer facilities

You should write around 250 words.

Plan the letter before writing a final copy.

Write to: The Lord Mayor, The Town Hall, Paradise Circus, Wilkington, WK1 2PC

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.

**NOCN ESOL Skills for Life
Writing
SAMPLE SET 3 – Level 1
Candidate Paper**



Plan your letter here:

A large, empty rectangular box with a thin black border, intended for the candidate to plan their letter.

**NOCN ESOL Skills for Life
Writing
SAMPLE SET 3 – Level 1
Candidate Paper**



Task One

You can write your final letter here:

A large rectangular box containing 20 horizontal lines for writing.

Task One, continued

Task 2 - Completing a Form

Complete a feedback form from the new restaurant which you recently dined at with family.

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

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

- The food was not very warm
- Staff were not very patient
- You waited a long time for your meal
- The tables were messy
- Carpets and toilets were not clean

You should spend 20 minutes on this task.



Barney's Steak House

TITLE	Tick ✓	Mr	Mrs	Miss	Ms	Other
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Full name

Address

Post Code

Telephone Number:

When did you visit the restaurant:

How many people did you dine with:

What food did you order from the menu:

What drinks did you order from the menu:

What did you like about the restaurant:

What did you not like about the restaurant:

What could be improved:

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Task 3 - Writing an Advert

Your community is in desperate need of some fundraising for a new disability ramp for a local school. The ramp costs £2000.

You want to organise a car boot sale for local residents to sell off their unwanted household items, toys, books, crockery, ornaments, CDs etc.... in order to help raise money.

Write your advert below, in no more than 100 words; ensure 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 car boot sale
- The kind of items you want people to sell
- Ask residents to ensure the items are clean, in good working order
- How much money you need to raise

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.

NOTICE TO RESIDENTS	
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Event:	
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Date:	Time:
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Location:

Contact Details:

END OF ASSESSMENT

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