

ESOL Skills for Life  
English Writing Level 1  
SAMPLE Assessment

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.



L1 WRIT AJ 082017

## Task 1 - Writing a Formal Letter

The 2-Day Forest Music Festival is in town. It raises money to protect animals and their environment. The organisers are looking for volunteers to work at the festival at various times. There are many jobs you could do, for example: car park attendant, promoting the Festival, children's entertainer, litter picker, working on the food stall or as a First Aider. If they are pleased with your work, you will receive a back stage pass to meet your favourite singers and musicians.

Write a letter, persuading them that you will be ideal for a job.

**You must include the following:**

- Which job you are interested in
- Why you want a job at the festival
- Why you would be good for the job
- Any work experience you have
- Your personal qualities
- Your employability skills
- Times you are available to work

**You should write around 250 words.**

**Plan the letter before writing a final copy.**

<p><b>WRITE TO: Dave Williams, Head Organiser, Forest Music Festival, Bridge House, Oxon. OX4 9SP</b></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.

**Plan your letter here:**

**Task One**

**Write your final letter here:**

A large rectangular box containing 20 horizontal lines for writing.




## **Task 2 - Completing a Form**

You are interested in adopting an animal from a local Animal Charity, but the Charity needs some details. Fill in the form. You must consider the following as you fill in the form:

- The type of animal you would like to adopt
- Reasons why you want to adopt an animal
- The kind of home you can offer the animal
- Other animals and children that live with you
- Voluntary work you could do to help support the charity

You will need to explain your answers.

**You should spend 20 minutes on this task.**

 <b>Forest Animal Sponsorship Request form</b>						
Title			Full Name			
Phone number			Email			
Address & Post Code						
What type of animal are you interested in? please tick ✓						
Hamster	Guinea Pig	Rabbit	Reptile	Bird	Cat	Dog
Why do you want to adopt this animal?						
What type of home can you offer an animal? Eg. flat, house with garden						
What other animals live in your home?			What animal experience do <b>you</b> have?			
Who will be responsible for looking after the animal?						
Do you require any of the following services? please tick ✓						
Advice about how to look after animals	Address chip	Vaccinations		Vet consultation		
Signature:				Date:		

### Task 3 - Writing a Leaflet

**You need to raise awareness about some animals in care.**

**Write an advertisement to put in a local newspaper.**

Explain that you believe some animals have been neglected and are now being looked after by a local charity. Ask the neighbours to help by (a) making a donation to sponsor their medical bills and food requirements and (b) if they can, provide a good home to an animal.

Write your advertisement on the next page using no more than 150 words; ensure language is clear and concise. **You need to be persuasive and use full sentences.**

Be sure it includes:

- An introduction about the FOREST DOMESTIC PETS Charity
  - **What it does and what kinds of animals it helps**
  - **Why you believe the animals need help and donations**
- The kind of support you want from people
  - **Ask them to donate old towels and bedding, eg. sheets, blankets**
  - **Ask them to donate money – give a text number or website address**
  - **Ask them to provide a good home for an animal – give a phone number**
- Tell them what their money will buy
  - **Medicines and operations, nursing, bedding, food, professional veterinary care, vaccinations, neutering, address chips, grooming**
- Tell them what £5.00 will buy

**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. Use full sentences. Be persuasive.**



		<b>FOREST DOMESTIC PETS CHARITY NEEDS YOUR HELP!</b>
Introduction – who we are and what we do		
The support we need from kind people like you		
How your donations will help		
Contact details for donations	Contact details for adoption	

**END OF ASSESSMENT**

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