

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

<b>Centre No.</b>	<b>Candidate Run No.</b>
<b>Centre Name</b>	
<b>Candidate Name</b>	
<b>Candidate Signature</b>	

**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.



L2Write B2FD 022016

## **Task 1 - Writing a Formal Letter**

You have recently bought a digital radio for £49.99. After three days it suddenly stopped working. You took it back to the shop for replacement but the shop informed you that you need to send it back to the manufacturer for repair under its guarantee. They said because it worked for three days, it was in good working order when they sold it to you. The sales assistant was not very helpful. You are not happy about this.

Write a letter to the shop complaining about:

- Poor customer service
- The radio only worked for three days
- Ask for a replacement or refund
- Unhelpful staff

(add any other comments you want to say)

You should write around 250 words.

Plan the letter before writing a final copy.

Write to: The Manager, Musica, Paradise Shopping Centre, 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.

**You can plan your letter here:**



## **Task 2 - Informal Writing**

Compose an email to a friend thanking them for their kindness during your stay in their home for 1 week. You did a lot of activities and met their friends and their family.

Here are some suggestions for your email:


- The types of activities you did
- Funny stories from the trip
- Discuss the people you met and who you liked speaking to and why
- Your favourite restaurant while you were there
- Your best day with your friends
- Invite them to come and stay with you

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.

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

**Message:**

### **Task 3 - Completing a Form**

A new local Medical Centre has just opened near you which has a wide range of facilities. It is the first of its kind and has everything a community would need. A News Channel wishes to interview you about how happy you are with the new Medical Centre. You have to fill in a form before the interview.

Choose 2 of the following topics for discussion and say why you like them:

- The Walk-In Surgery- open all evening
- The Children's Health Clinic- health visitors, pediatrician, baby clinic
- Mental Health clinic- offering support groups and care
- Chiropody Service – foot care specialists
- Nursing and Dietician Clinic – offering advice on weight loss, specialist men's and women's health issues, injections and wound dressings

Write between 75-100 words.

You should spend around 15 minutes on this task.

**Ensure that the language you use is clear and concise.**



Full name

Date of Birth

Nationality

Address

Postcode

Phone

Topic for Discussion:

Main Points:

I agree to a News Live interview

Signature:

Date:



**END OF ASSESSMENT**

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