

ESOL Skills for Life  
English Writing – Level 2  
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 the assessment.



L2 WRIT AJ 082017

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

You recently purchased some samphire seaweed from the local supermarket but it was quite expensive. You want to have a birthday barbecue in your garden and you want to cook some fish. You need to buy some samphire. You have found a shop in Somerset that sells it for half the price. You phoned them but now need to send a formal letter placing the order.

Write a formal letter to the shop explaining the situation and request an order of samphire.

You must write about these things:

- Introduce yourself and explain you are following up a recent phone call
- Explain you are having an important barbecue
- Say the type of seaweed you need
- Say how much seaweed you need
- When you need the seaweed (the date of the barbecue or 2 days before)
- Tell them what you plan to cook
- Suggest you pay by credit card over the phone or make a bank transfer payment to their account (£1.00 per 100g)
- End the letter appropriately

Add any other comments you want to say or questions you want to ask...

**You should write around 250 words. Plan the letter before writing a final copy.**

**Write to:**

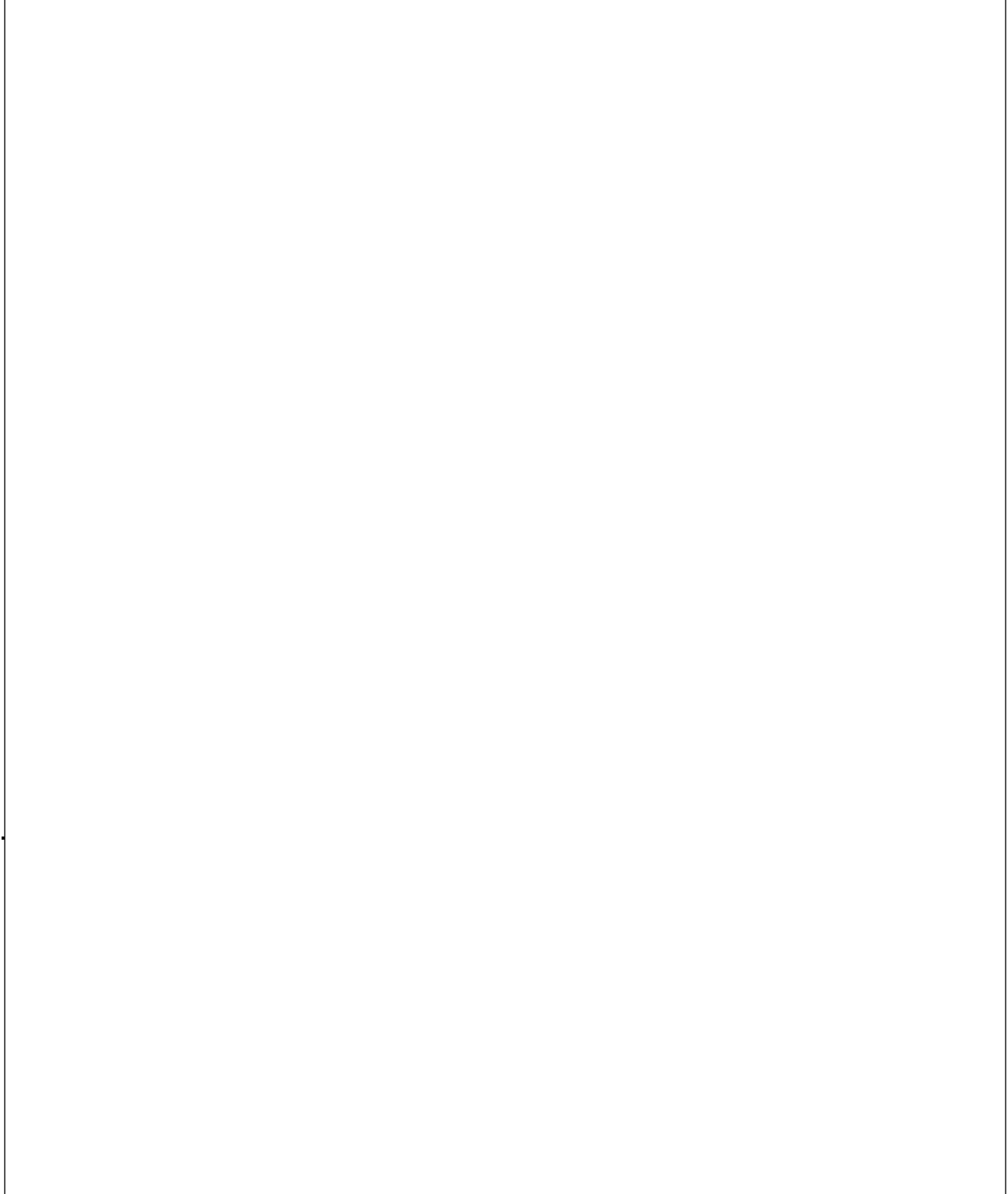
**Ray Pearce, The Manager, Seafish Shop, Porlock Weir, Somerset SM12 8PS**

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:**

A large, empty rectangular box with a thin black border, intended for the candidate to plan their letter. The box occupies most of the page below the instruction.





## **Task 2 - Informal Writing**

Compose an email to your friend, telling them about a birthday barbecue you are having.

Write about:

- The type of barbecue you are having.
- Tell your friend what you will be serving.
- Ask your friend what kind of food they like.
- When you are having the barbecue.
- Where the barbecue will be held.
- Invite them to the barbecue, asking them to bring their own preferred drink.
- Ask your friend to bring their friend/husband/wife/children/partner.
- Ask your friend to reply, confirming their attendance.

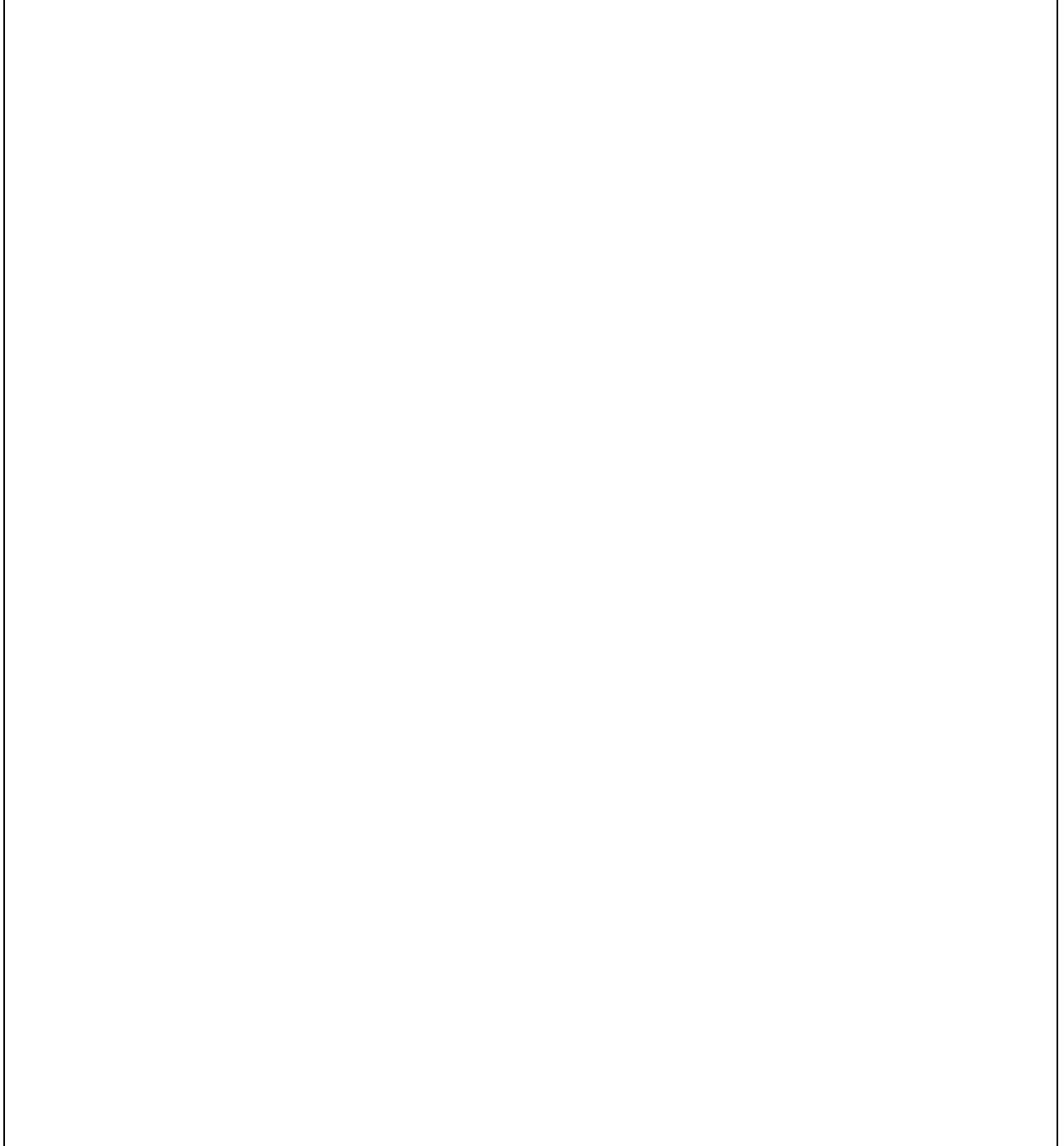
Write between 100-125 words.

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 ideas here:**

A large, empty rectangular box with a thin black border, intended for the candidate to draft their ideas. The box occupies most of the page's width and height.





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

You are having a barbecue and want to buy a selection of food from a local shop.

The shop specializes in barbecue food and can offer different kinds of food suitable for cooking outdoors.

You need to give details about the kinds of things you need and when you need them.

Write between 75-100 words.

You should spend around 15 minutes on this task.

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



## BARBECUE SHOP – ORDER FORM

<b>Name</b>		<b>Phone:</b>	
<b>Address</b> <i>(please state postcode for SatNav)</i>		<b>Email:</b>	
<b>Date of Delivery</b>		<b>Preferred Time of Delivery</b>	
<b>Groceries</b> <i>(please state quantity)</i>			
<b>Salad and Vegetables</b> <i>(please state quantity)</i>			
<b>Meat and Fish</b> <i>(please state quantity)</i>			
<b>Do you require any barbecue equipment, charcoal, paper towels etc.?</b> <i>(please state what you want and quantity)</i>			
<b>How do you intend to pay?</b>	<b>Cash on Delivery</b>	<b>VISA/CREDIT CARD</b>	
<b>SIGNED:</b>		<b>DATE:</b>	

**END OF ASSESSMENT**

NOCN  
The Quadrant  
Parkway Business Centre  
99 Parkway Avenue  
Sheffield  
S9 4WG

E-mail: [nocn@nocn.org.uk](mailto:nocn@nocn.org.uk)

Tel: 0114 2270500  
Fax: 0114 2270501