

ESOL Skills for Life

Writing – Entry Level 3

Sample Candidate Paper ESOLWE3AX/P

Time limit: 1 hour 15 minutes

Number of tasks: 3

Fill in the boxes below

First name

Surname

Date of Birth

My signature confirms that I will not discuss the content of this assessment with anyone.

Signature

For centre use only

Learner ID

Centre Name

	Marks	Pass Mark	Pass/Fail	Date completed	Tutor signature
Task 1		8/12			
Task 2		8/12			
Task 3		10/16			

Internal Quality Assurer signature

Date

External Quality Assurer signature

Date

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Instructions

- You have 1 hour 15 minutes to complete three tasks.
- You do not need to complete all the tasks in the same session.

Information

- The marks for **each** task are shown at the bottom of the page.
- You may word process or handwrite your answers.

Advice

- You should spend approximately 15 minutes on Task 1, 25-30 minutes on Task 2 and 25-30 minutes on Task 3.
- Read each question carefully before you start to answer it.
- Try to answer every question.
- Check your answers if you have time at the end.

Task 1

Tenant non-emergency maintenance request form

You have some problems in your flat and you need to contact your landlord.

Complete this form.

Marker
use only

GREEN TREE HOUSING ASSOCIATION	
Tenant non-emergency maintenance request form	
Full name:	
Address:	
	Postcode:
Contact number:	
Contact email:	
Description of the problems (please give two details and write in full sentences).	
Details of how the problems are affecting you (please write two details and write in full sentences).	
Please continue over the page	

When can we contact you? (days and times)
How can we contact you?

Marker
use only

Total marks for Task 1: 12 Marks

Task 2

Write an email to your friend to tell them about a new activity you took up recently.

- Give some details about the activity e.g. what it is, where you do it
- Give at least two reasons why you decided to take it up
- Say what is difficult about it
- Say why your friend should try this activity

Write 60 to 80 words.

You must write in full sentences.

Lay out your email with an appropriate beginning and ending.

You do not need to fill in the 'To' and 'Subject' boxes.

[illegible]

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Send



+

Total marks for Task 2: 12 Marks

Task 3

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Your teacher has asked you for some ideas on protecting our planet.

Write a short article for the college newsletter about what you do every day to help protect the environment (for example, at home, at your college, when spending time outside, when shopping).

Explain what the article is about and say why it is important to protect our planet.

- Suggest how people can change what they do
- Describe two or more things you do to protect the environment
- Say what else you will do in the future

Remember to set out your writing as an article and use paragraphs.

You must plan your writing first, using the space provided. You will be awarded marks for planning.

Check your work at the end. Write 100 to 120 words.

Plan your work here.

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Write your final article here.

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Marker use only

Total marks for Task 3: 16 Marks

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End of Assessment

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