

## ESOL Skills for Life

# Writing - Level 1

## Sample Candidate Paper ESOLWL1BC/P

Time limit: 1 hour 45 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		8/14			
Task 2		11/18*			
Task 3		11/18*			
Internal Quality Assurer signature				Date	
External Quality Assurer signature				Date	

\* The pass mark for tasks 2 and 3 must include a minimum of 4 marks for spelling, punctuation and grammar.

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# This is not a live paper

## Instructions

- You have 1 hour 45 minutes to complete all three tasks.

## 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 20 minutes on Task 1, 35 minutes on Task 2 and 35 minutes on Task 3. There is an additional 15 minutes for reading the questions and checking your answers.
- 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

Your local shopping centre and cinema complex wants to learn about how to improve their services. Fill in the survey form below.

Marker  
use only

<div>Help us get better!</div> <div>West Street Shopping and Cinema Centre Survey</div>	
Section 1: Your Details	
Title:	
First name:	
Surname:	
Address:	
Postcode:	
Email address:	
Contact number:	
Please continue to section 2	

**Section 2: Our Services**

What do you use the West Street Centre for?

Give **three** details and write in full sentences.

Marker  
use only

What shops or facilities would improve the West Street Centre and why?

Give **three** details and write in full sentences.

Please continue to section 3

<b>Section 3: How often do you use the centre?</b>
Give <b>one</b> detail.

Marker  
use only

Total Marks for Task 1: 14 Marks

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## Task 2

You are looking for a new job.

Write an email to your friend to tell them about it.

In your email:

- describe what job you are looking for and why
- describe what you have done so far to find a job
- explain what has worked well, what has not worked well and why
- say how your place of learning has helped you

Remember to present your ideas and information in a logical sequence, using language and format suitable for the purpose.

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

Check your work at the end.

Write 120 to 150 words.

You should use this space for planning.

Marker  
use  
only

Write your email here.

**New Message**



Marker  
use only

**To:**

**Subject: Job search**

This is not a live paper

Marker  
use  
only

[illegible]

Send



+

Total marks for Task 2: 18 marks

## Task 3

Write a complaint email to a store manager about a problem you had when you were at their store recently.

In your email:

- give details of why you were there, where and when it happened and who was involved
- give details of what happened
- describe how you felt and why
- say what actions they should take to solve the problem and improve their service

Remember to present your ideas and information in a logical sequence, using language and format suitable for the purpose.

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

Check your work at the end.

Write 120 to 150 words.

You should use this space for planning.

Marker  
use  
only

New Message



To:

Subject: Complaint

Marker  
use only

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Marker  
use only

Send



+

Total marks for Task 3: 18 Marks

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End of Assessment

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