ESOL Skills for Life

Writing - Entry Level 3

Candidate Paper ESOLWE3AC/P

Time limit: 1 hour 15 minutes  Number of tasks: 3

Fill in the boxes below

First name

Surname

Date of Birth

For centre use only

Learner ID

Centre Name

<table>
<thead>
<tr>
<th>Task</th>
<th>Marks</th>
<th>Pass Mark</th>
<th>Pass/Fail</th>
<th>Date completed</th>
<th>Tutor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td></td>
<td>8/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td></td>
<td>8/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 3</td>
<td></td>
<td>10/16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Internal Quality Assurer signature  Date

External Quality Assurer signature  Date
Instructions
• Use a pen.
• You have 1 hour 15 minutes to complete three tasks.
• You do not need to complete all the tasks in the same session.

Information
• This paper has 40 marks.
• The marks for each task is shown at the bottom of the page.
• You may word process or handwrite your answers.

Advice
• Read each question carefully before you start to answer it.
• You should spend approximately 20 minutes on Task 1, 25 minutes on Task 2 and 25 minutes on Task 3.
• Try to answer every question.
• Check your answers if you have time at the end.
Task 1

You lost your bag at the train station yesterday. Complete this lost property form.

<table>
<thead>
<tr>
<th>Full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact telephone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

**Item of lost property**
Describe the item you have lost, including size, colour, contents and any other information. (You should write 3 full sentences.)

<table>
<thead>
<tr>
<th>Location before losing item</th>
<th>Please write where you were before you lost the item. (Write 1 full sentence.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date property was lost</td>
<td></td>
</tr>
<tr>
<td>Approximate cost of item £</td>
<td></td>
</tr>
</tbody>
</table>

Total marks for Task 1: 12
Task 2

You would like to do some voluntary work at your local charity shop. Write a letter to the charity.

• Say what you would like to do
• Give at least two reasons why you think you would be suitable to work in the shop
• Describe what work or training you have done
• Say when you are available to work

Write between 60 - 80 words.

You must write in full sentences.

Lay out your letter with an appropriate beginning and ending.
Task 3

Write an email to your friend who does not live in the UK. Tell them about:

- what you are doing at the moment
- at least two interesting things you have done or achieved since you came to the UK
- at least one thing you enjoy about living in the UK
- at least one thing that you find difficult about living in the UK

Lay out your email with an appropriate beginning and ending.

You do not need to fill in the ‘From’ and ‘To’ boxes in the final email.

Write between 100-120 words.

You must plan your writing first, using the space provided below
Total marks for Task 3: 16
End of Assessment