ESOL Skills for Life

Speaking and Listening

Entry Level 3

Assessor Pack and Candidate Paper

Assessment Code: ESOLSLE3AB/P

THIS PACK CONTAINS BOTH THE ASSESSOR PACK AND CANDIDATE PAPERS FOR THE THREE TASKS

PLEASE SEPARATE THE ASSESSOR PACK FROM THE CANDIDATE PAPERS BEFORE ASSESSMENT BEGINS

The first part of this pack contains the transcript for task 1, the mark schemes and marking guidance for the three tasks of the Speaking and Listening paper. Please remove this section before handing out Candidate Papers.

The second part of this pack contains Candidate Papers for the three Speaking and Listening tasks. These may be completed separately, or on one occasion, but must all be completed under supervised conditions.
# Contents

Assessor Pack .................................................................................................................. 3

Task 1 – Listening.............................................................................................................. 5
  Task 1 - Mark Scheme and Guidance ........................................................................... 7

Task 2 - Individual Speaking Activity ............................................................................. 9
  Task 2 - Mark Scheme and Guidance ........................................................................... 11

Task 3 - Discussion .......................................................................................................... 12
  Task 3 - Mark Scheme and Guidance ........................................................................... 14

Appendix 1: Adult ESOL core curriculum guidance......................................................... 15

Candidate Paper ................................................................................................................. 17
  Task 1 - Listening ......................................................................................................... 20
  Task 2 – Individual Speaking Activity ......................................................................... 24
  Task 3 – Discussion....................................................................................................... 26
Assessor Pack
The following documents are included in this assessment pack:

- Guidance on the conduct of the assessment.

- Task 1
  - Introduction
  - Transcript
  - General marking guidance and assessment principles.
  - Mark schemes and guidance

- Tasks 2 and 3
  - Introduction
  - General marking guidance and assessment principles.
  - Mark schemes and guidance

- Appendix - Adult ESOL Core Curriculum guidance.

Assessment Code: ESOLSLE3AB/P
Guidance on the conduct of the assessment

- The tasks are designed to be completed during normal class time but must be taken under supervised conditions. This means that all tasks must be completed with the tutor/assessor, or other designated supervisor, present.

- Tutors must not teach to the actual assessment tasks, but candidates should be familiar with the format of each task and will have practised speaking and listening in a range of contexts appropriate to the level. By the time they are assessed, candidates should be aware of the skills that are being assessed and the success criteria.

- This assessment is composed of three tasks. Candidates must complete all three tasks. They may be done in any order.

- Centres wishing to contextualise the tasks should refer to the guidance in the specification.

- Candidates do not have to complete all the tasks in a single session, but they must complete them under supervision and are not permitted to take them away.

- Candidates should be briefed on the task/tasks to be completed. Task 1 focuses on listening skills and Tasks 2 and 3 on speaking and listening skills.

- Candidates should be encouraged to read the questions for Task 1 before the recording is played for the first time.

- Candidates may be assisted with aspects that are not being assessed (e.g. the assessor may tell the candidate what to do if they cannot read the written instructions adequately). Candidates may give their responses to the listening task verbally and the tutor/assessor may scribe the answer as these tasks assess listening and not writing. Tutors/assessors should also refer to the guidance on special arrangements and reasonable adjustments in the qualification specification.

- Candidates must be allowed to complete the tasks independently without any further support according to the guide time allowed.

- To achieve the speaking and listening unit candidates must achieve the pass mark for listening Task 1 and the combined pass mark for Tasks 2 and 3, as indicated below.
Task 1 – Listening

- Task 1 will focus on listening to and extracting key information from short spoken sources and demonstrating comprehension skills.
- You will be provided with a sound file of a recording. If centres are unable to access the sound file, they may record their own but the voice on the recording must not be that of the candidate’s tutor.
- Each extract will be played three times.
- Candidates should be encouraged to read the questions before the recordings are played.
- The time allowed for this assessment is 30 minutes.

Transcript

Listen to this answer phone message. You will hear it three times. You may make notes while you are listening to the recording

Read questions 1 to 4.

Hello, this is Angela at Bell Personnel. I’m calling to give you some instructions for your first day at work on Friday

You should come to Reception at 8.45 and get your staff ID card. The manager will meet you there at 9 o’clock, show you around and introduce you to the staff. Then, you have staff training at 9.15.

You should bring some photo ID and any certificates that you have to show your qualifications. We have to photocopy them for our records.

Looking forward to seeing you on Friday!

You hear this news announcement on the radio. You will hear it three times.

Read questions 5 to 11.

Police are asking the public to look out for a dangerous criminal who attacked an elderly woman outside her home in London on 2nd January.

The man took £50 from the woman’s purse and her wedding ring. The woman was badly injured but is now recovering.

The man was around 40. He was tall, slim with short fair hair and a moustache and beard. He was wearing dark jeans and a striped t-shirt. He was last seen on a bus in the Manchester area.

Police would like anyone who has any information to call them immediately on 0800 457 382.

End of Transcript
Task 1 General marking guidance and assessment principles

- Assessors should mark according to the mark scheme.
- Assessors should apply the mark schemes positively. Candidates must be rewarded for what they have shown they can do.
- Assessors should always award full marks if these are deserved, i.e. if the answer matches the mark scheme. Half marks may not be awarded.
- If a response is not worthy of credit it should be awarded 0.
- Where assessors are required to make a judgement, for example in short answer questions, examples will be provided of possible answers that may be credited.
- Responses that are correct but written outside the box must be credited.
- Candidates will not be penalised for incorrect spelling as long as meaning is clear.

Task 1 Learner Instructions

- Use a pen.
- You have 30 minutes to complete Task 1.
- You will have 10 – 25 minutes to complete Task 2, and 10 – 25 minutes to complete Task 3.
- Some questions must be answered with one tick in a box. If you change your mind about an answer, put a line through the box and then mark your new answer with a tick.

Information

- Task 1 has 15 marks. The total mark for this paper is 37.

Advice

- 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 - Mark Scheme and Guidance

### Questions 1 to 4

<table>
<thead>
<tr>
<th>Question</th>
<th>Correct Answer</th>
<th>Marks Available</th>
</tr>
</thead>
</table>
| 1.       | b) You are starting a new job – 1 mark  
          | c) You are doing some training – 1 mark | 2 marks          |
| 2.       | a) – staff training | 1 mark          |
| 3.       | passport – 1 mark  
          | driving license – 1 mark | 2 marks          |
| 4.       | certificates  
          | (Also accept ‘qualifications’) | 1 mark          |

**Total Marks Available** 6 marks

### Questions 5 to 11

<table>
<thead>
<tr>
<th>Question</th>
<th>Correct Answer</th>
<th>Marks Available</th>
</tr>
</thead>
</table>
| 5.       | b) giving information – 1 mark  
          | c) requesting information – 1 mark | 2 marks          |
| 6.       | 2\(^{nd}\) January | 1 mark          |
| 7.       | 1. £50 – 1 mark  
          | 2. wedding ring – 1 mark | 2 marks          |
| 8.       | c) badly hurt | 1 mark          |
| 9.       | Picture A | 1 mark          |
| 10.      | c) Manchester | 1 mark          |
| 11.      | (0800) 457 382 | 1 mark          |

**Total Marks Available** 9 marks

| **Total Marks Available for Task 1** | 15 marks |
| **Pass mark for Task 1**            | 10 marks |
Tasks 2 and 3 – Speaking and Listening

- For Tasks 2 and 3 candidates will be given preparation time of five minutes per task on the day of the test. They may make short notes. These should be in the form of bullet points and must not include full sentences. Candidates may take the notes into the test with them and the notes must be handed to the tutor at the end of the assessment. The notes must be stored with all other candidate work for review by internal quality assurance staff and by Gateway Qualifications external assessors.

- When carrying out assessment work with candidates working in pairs or groups, assessors must ensure that they assess individual performance. Candidates should announce their name before speaking for the first time for ease of identification. There may be occasions when the weaker performance of other candidates within a group may adversely affect another candidate’s ability to meet the assessment criteria. If this is the case, the assessor will need to intervene to ensure fairness of assessment opportunity. Assessors should also ensure that where candidates need to ask questions or respond to questions all candidates get similar opportunities whatever the size of the group.

- A sample of assessments of Tasks 2 and 3 must be audio recorded, please refer to the ESOL handbook for details. On the recording, each activity must be preceded by the following:

  - name of the candidate(s)
  - candidate ID(s)
  - name of the assessor
  - level of assessment
  - number of task
  - topic (where appropriate)
  - date task undertaken
Task 2 - Individual Speaking Activity

- The approximate duration of the task will be between 10-25 minutes depending upon the number of candidates being assessed. It should not be more than 5 minutes per candidate.

- Candidates will complete this task in a small group with between two to five people.

- Each candidate has five minutes to prepare on their own before talking.

- Candidates will take it in turns to be assessed with approximately five minutes allowed for each candidate.

- The tutor should monitor the interchange to help ensure that the candidate being assessed is not unfairly penalised by the performance of other candidates and should intervene if necessary to ensure fairness of assessment opportunity.

- You should give the candidates being assessed the candidate instructions.

- During the preparation time candidates may make brief notes using the space provided on the candidate card. These must not be in full sentences.

- They must give the instructions with the notes to the tutor after completing the task.
Task 2 – Individual Speaking Activity

You will complete this task in a small group with between two and five people.

You are at an Information Evening at your college speaking to people who are thinking about studying at the college next year.

- Say what you are studying and describe 2 activities that you do in your classes
- Say why you decided to study at the college
- Say what you have enjoyed about studying at the college
- Say what the college could improve in your opinion

Candidate Instructions:

- You have five minutes to prepare on your own before talking.
- You may make notes. These must not be in full sentences.
- You must give the notes to your tutor at the end of the assessment.
- You can use the space below to make notes.
## Task 2 - Mark Scheme and Guidance

### Assessment Criteria

| 2.1, 2.2, 2.3, 2.4, 4.2 |

### Mark Scheme

Each candidate must be assessed individually.

### Communication (2 marks for each bullet point of information included on the candidate card maximum 8 marks)

| Candidate communicates task fully using appropriate vocabulary and expressions at Entry 3, including simple comparison and different tenses appropriately. | 2 marks |
| Candidate communicates task with some omission or use of wrong tense but has sufficient vocabulary and expressions to make them self understood. Tutor may need to ask for clarification or to prompt. | 1 mark |
| Candidate communicates no relevant information. | 0 mark |

### Pronunciation and intonation (maximum 2 marks for the whole task)

| Candidate uses stress and intonation to make speech comprehensible and meaning understood. | 2 marks |
| Candidate articulates most sounds recognisably with some appropriate stress and intonation. Communication is not impaired. | 1 mark |
| Sounds are insufficiently English for communication to be achieved. | 0 mark |

### Grammar (maximum 2 marks for the whole task)

| Statements and questions are sufficiently grammatically accurate to be understood at Entry 3. | 2 marks |
| Some grammatical errors occur that at times impede communication. | 1 mark |
| Grammatical errors are such that communication is not achieved. | 0 mark |

### Total Marks Available

| 12 marks |
Task 3 - Discussion

- Candidates will take part in a discussion with one or more people (up to five) about a topic selected by the tutor.

- The task will take between 10-25 minutes depending upon the number of candidates being assessed).

- Each candidate has five minutes to prepare on their own before talking.

- You should give the candidates being assessed the candidate instructions. You will allocate a suggestion to each candidate being assessed.

- Candidates may make notes. These must not be in full sentences. They must hand in their notes when they have completed the task.

- Assessors should ensure that regardless of the number in the group candidates should ask at least 2 questions and respond to other members of the group on more than one occasion.
Task 3 - Discussion

**Topic and Candidate Instructions:**

Your group is organising a social event for some foreign students who are visiting your area this summer.

Suggestions include:

- a picnic
- a guided tour of the area
- a meal in a restaurant
- a party
- a visit to a museum or historical place

Your tutor will select a suggestion for each member of the group. You have 5 minutes to prepare your suggestion on your own. You may make notes. These must not be in full sentences. You must give the notes to the tutor at the end of the assessment.

- First say which event you would prefer and give at least 2 reasons why it is a good idea.

- Explain at least two details of what would happen at the event (So, if you prefer a guided tour, you could suggest which places you would show the students)

- Ask at least 2 questions of others.

- Listen to the contributions of others and respond politely

- Remember to take turns and interrupt politely.

You have approximately 10 to 25 minutes depending upon the number of people in the group and by the end of the discussion you must all agree what you are going to do.
## Task 3 - Mark Scheme and Guidance

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>2.1, 2.3, 2.4, 3.1, 4.1, 4.2, 4.3, 4.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Scheme</td>
<td>Each candidate must be assessed individually.</td>
</tr>
</tbody>
</table>

### Communication

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate communicates information and simple opinions in discussion using appropriate vocabulary and expressions at Entry 3.</td>
<td>2 marks</td>
</tr>
<tr>
<td>Candidate has sufficient vocabulary and expressions to be understood and to communicate some information and opinion in discussion. Tutor may need to ask for clarification or to prompt.</td>
<td>1 mark</td>
</tr>
<tr>
<td>Candidate communicates little or no relevant information.</td>
<td>0 mark</td>
</tr>
</tbody>
</table>

### Discussion

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate follows the gist and understands the main points of the discussion. Maintains their role in the discussion. May request clarification or repetition.</td>
<td>2 marks</td>
</tr>
<tr>
<td>Candidate follows the gist and some main points. Maintains their role in the discussion most of the time. May need help from the tutor.</td>
<td>1 mark</td>
</tr>
<tr>
<td>Candidate is unable to follow or maintain role in the discussion.</td>
<td>0 mark</td>
</tr>
</tbody>
</table>

### Response

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate responds appropriately to the contributions of others in discussion. May offer simple advice or suggestion as appropriate.</td>
<td>2 marks</td>
</tr>
<tr>
<td>Candidate understands the contributions of others in discussion and responds some of the time. May need help from the tutor.</td>
<td>1 mark</td>
</tr>
<tr>
<td>Candidate does not always understand contributions of others and is unable to respond.</td>
<td>0 mark</td>
</tr>
</tbody>
</table>

### Pronunciation and intonation

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate articulates sounds of English using stress and intonation to make meaning clear.</td>
<td>2 marks</td>
</tr>
<tr>
<td>Candidate articulates most sounds recognisably with some appropriate stress and intonation. Communication is not impaired.</td>
<td>1 mark</td>
</tr>
<tr>
<td>Sounds are insufficiently English for communication to be achieved.</td>
<td>0 mark</td>
</tr>
</tbody>
</table>

### Accuracy

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements and questions are sufficiently grammatically accurate to be understood at Entry 3.</td>
<td>2 marks</td>
</tr>
<tr>
<td>Some grammatical errors occur that at times impede communication.</td>
<td>1 mark</td>
</tr>
<tr>
<td>Grammatical errors are such that communication is not achieved.</td>
<td>0 mark</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Marks Available</th>
<th>10 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Marks Available for Task 2 and 3</td>
<td>22 marks</td>
</tr>
<tr>
<td>Pass mark for tasks 2 and 3</td>
<td>14 marks</td>
</tr>
</tbody>
</table>
Appendix 1: Adult ESOL core curriculum guidance

<table>
<thead>
<tr>
<th>Simple, compound and complex sentences</th>
<th>Entry 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• variations in word order</td>
<td></td>
</tr>
<tr>
<td>• word order in complex sentences</td>
<td></td>
</tr>
<tr>
<td>• there has/have been</td>
<td></td>
</tr>
<tr>
<td>• there will be/there was going to be</td>
<td></td>
</tr>
<tr>
<td>• complex sentences with one subordinate clause of either time, reason, result, condition or concession</td>
<td></td>
</tr>
<tr>
<td>• defining relative clauses using <em>who, which, that</em></td>
<td></td>
</tr>
<tr>
<td>• a range of verbs + <em>-ing</em> form</td>
<td></td>
</tr>
<tr>
<td>• verbs + infinitive, with and without <em>to</em></td>
<td></td>
</tr>
<tr>
<td>• infinitive to express purpose</td>
<td></td>
</tr>
<tr>
<td>• simple reported statements</td>
<td></td>
</tr>
<tr>
<td>• a wide range of <em>wh</em>- questions</td>
<td></td>
</tr>
<tr>
<td>• simple embedded questions</td>
<td></td>
</tr>
<tr>
<td>• question words including <em>whose</em></td>
<td></td>
</tr>
<tr>
<td>• statements with question tags using Entry 3 tenses</td>
<td></td>
</tr>
</tbody>
</table>

**Noun phrase**

- noun phrases with pre- and post-modification
- a range of determiners

**Verb forms and time markers in statements, interrogatives, negatives and short forms**

- no present perfect with: *since/for; ever/never; yet/already*
- *used to* for regular actions in the past
- past continuous
- future simple verb forms
- modals and forms with similar meaning: positive and negative, e.g. *you should/shouldn’t* to express obligation; *might, may, will probably* to express possibility and probability in the future; *would/should* for advice; *need to* for obligation; *will definitely* to express certainty in the future; *May I?*
- asking for permission; *I’d rather* stating reference
- common phrasal verbs and position of object pronouns

**Adjectives**

- comparative and superlative adjectives
- comparative structures

**Adverbs and prepositional phrases**

- wide range of adverbial uses, e.g. to express possibility and un/certainty – *possibly, perhaps, definitely*
- more complex adverbial phrases of time, place, frequency, manner
- a range of intensifiers, including *too, enough*

**Discourse**

- markers to indicate: addition, sequence, contrast
- markers to structure spoken discourse
- use of ellipsis in informal situations
- use of vague language
**Candidate name:**

Gateway Qualifications registration number: __________________ DOB: ____________

**Centre name:**

Date & time of assessment: __________________

Number of tasks: 3

---

Fill in your name, date of birth and registration number in the box above.

<table>
<thead>
<tr>
<th>Task 1 Pass Mark</th>
<th>10/15</th>
<th>Task 1 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 2 Marks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 2 &amp; 3 Pass Mark</th>
<th>14/22</th>
<th>Task 3 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tutor signature: __________________ Date: ____________

Internal Quality Assurer signature: __________________ Date: ____________

External Quality Assurer signature: __________________ Date: ____________
Instructions for Task 1 Listening

- Use a pen.

- You have 30 minutes to complete Task 1.

- You will have 10 – 25 minutes to complete Task 2, and 10 – 25 minutes to complete Task 3.

- Some questions must be answered with one tick ✓ in a box. If you change your mind about an answer, put a line through the box ✓ and then mark your new answer with a tick ✓.

Information

- Task 1 has 15 marks. The total mark for this paper is 37.

Advice

- 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.
ESOL Skills for Life – Speaking and Listening – Entry 3 – AB

Task 1 - Listening
Questions 1 to 4.

Read the questions.

Listen to the answerphone message. You will hear it three times. You may make notes while you listen to the recording.

Now answer the questions.

Put a tick ✓ in the correct boxes.

1. Which two things are happening on Friday?
   a) You are taking an exam for a qualification. ☐
   b) You are starting a new job. ☐
   c) You are doing some training. ☐
   d) You are having an interview for a new job. ☐

2. What will you do after you have been shown around

3. Which of these types of ID could Angela bring on Friday? Put a tick ✓ in the correct box or boxes. There may be more than one answer.

<table>
<thead>
<tr>
<th>passport</th>
<th>birth certificate</th>
<th>gas bill</th>
<th>bank statement</th>
<th>driving license</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

4. What else do you need to take on Friday?

__________________________________________
Questions 5 to 11.
Read the questions.
Listen to the radio announcement. You will hear it three times. You may make notes while you listen to the recording.
Now answer the questions.

Put a tick ✓ in the correct box
5. Which two things is this announcement doing?

a) advertising an event
b) giving information
c) requesting information
d) inviting

6. When did the event happen?

________________________________________________________________________

7. What two things did the man take from the woman?
1. ________________________________________________________________
2. ________________________________________________________________

Put a tick ✓ in the correct box
8. The woman was:

a) not hurt
b) not badly hurt
c) badly hurt
9. Which picture matches the man’s description?

a)  

b)  

c)  

10. Where was the man last seen?

a)  London  

b)  Birmingham  

c)  Manchester  

11. Finish the sentence:

If you see the man you should call 0800 ____________________________

Total Marks Task 1: 15
Task 2 – Individual Speaking Activity

You will complete this task in a small group with between 2 and 5 people.

You are at an Information Evening at your college speaking to people who are thinking about studying at the college next year.

- Say what you are studying and describe 2 activities that you do in your classes
- Say why you decided to study at the college
- Say what you have enjoyed about studying at the college
- Say what the college could improve in your opinion

Candidate Instructions:
- You have five minutes to prepare on your own before talking.
- You may make notes. These must not be in full sentences.
- You must give the notes to your tutor at the end of the assessment.

You can use the space below to make notes:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Total Marks for Task 2: 12
Task 3 – Discussion

Topic and Candidate Instructions:

Your group is going to organise a social event for some foreign students who are visiting your area this summer.

Suggestions include:

- a picnic
- a guided tour of the area
- a meal in a restaurant
- a party
- a visit to a museum or historical place

Your tutor will select a suggestion for each member of the group. You have 5 minutes to prepare your suggestion on your own. You may make notes. These must not be in full sentences. You must give the notes to the tutor at the end of the assessment.

- First say which event you would prefer and give at least 2 reasons why it is a good idea.
- Explain at least two details of what would happen at the event (So, if you prefer a guided tour, you could suggest which places you would show the students)
- Ask at least 2 questions of others.
- Listen to the contributions of others and respond politely.
- Remember to take turns and interrupt politely.

You have 10-25 minutes depending upon the number of people in the group. By the end of the discussion you must all agree what you are going to do.

You may use the space below to make notes:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Total Marks for Task 3: 10