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ESOL Skills for Life

Writing - Level 2

Candidate Paper ESOLWL2AC/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		12/18			
Task 3		12/18			
Internal Quality Assurer signature				Date	
External Quality Assurer signature				Date	

* The pass mark for task 2 and 3 must include 4 marks for spelling, punctuation and grammar.

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Instructions

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

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Information

- The marks for **each** task is 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

You have decided to join a local reading group and you need to complete their membership application form.

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THE BOOKWORMS READING SOCIETY	
<p>We are a group who enjoy reading and meet every month at the Community Centre. We discuss and share books, magazines, articles and poems, If you want to join fill in the form below.</p>	
Section 1- Personal Details	
Title	<input type="text"/>
First name(s)	<input type="text"/>
Family name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Email address	<input type="text"/>
Contact number	<input type="text"/>
Section 2 – What kinds of things do you like to read and why? (Write in full sentences and give at least 3 details)	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

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Section 3 - What kinds of things do you not enjoy reading and why?

(Write in full sentences and give at least 3 details)

Section 4 – What you have read recently.

Give the title and author of the last book, magazine, article or poem you read. This book may then be used in a future meeting of the Bookworms Reading Society (BRS)

Please bring your completed form to the next meeting of the BRS

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Total Marks for Task 1: 14 marks

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Task 2

You work part-time as a volunteer and the organisation (e.g. shop, school, community centre etc.) needs additional volunteers. You decide to email a friend who you think may be interested in helping out.

Write the email giving all the necessary information (what the work involves, where it is, the hours, why you think they would enjoy it etc) and try to persuade your friend to volunteer with you.

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 writing first, using the space provided.

Check your work at the end.

Write 150 to 180 words.

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You must use this space for planning.

Write your email here.

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Total Marks for Task 2: 18 Marks

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Task 3

You have been asked to write a letter to your local councillor describing the plans of your community centre to open a nursery for children aged 2-4 from your neighbourhood.

Your letter should include:

- who you are and why you are writing
- why the community centre wants its own pre-school nursery
- what the possible problems could be in setting it up (e.g. costs, parking, staff, facilities, etc.)

You should ask the councillor for her support.

Your letter should be addressed to Councillor Eva Ravena, Council Buildings, Shaw Street, Tupton, TP4 5ET.

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 writing first, using the space provided.

Check your work at the end.

Write 150 to 180 words.

You must use this space for planning.

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Write your final letter here.

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Total marks for Task 3: 18 Marks

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END OF ASSESSMENT

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Gateway Qualifications
01206 911 211
enquiries@gatewayqualifications.org.uk
@GatewayQuals