
ESOL Skills for Life

Writing Level 1 Sample Assessment 1

Theme – Travelling in the UK

Learner Name: _____

Learner ID: _____

Learner Signature: _____

Date: _____

- learners should use a pen
- learners should write in black or blue ink
- learners should attempt all questions / tasks
- learners are allowed to use a dictionary

Time allowed: 75 minutes

Section A



You recently travelled back to Birmingham International by air but were delayed due to technical problems on the aircraft. You were late for a family event as a result. You would like all your fare paid back as well as an additional payment for your trouble.

1) You have to complete the form below to submit with your email.

- Your flight number was HS5632 from Helsinki.
- You were 10 hours late and flew on 25th August.

Airline Form	
Name:	
Address:	
Flight Reference:	
Date (in number format):	
Departure Airport:	
Arrival Airport:	
Length of delay:	

Space below for Assessor notes

continue(d) on next page

2) Write a plan for your email and write out some key sentences.

Make sure you mention:

- why you are writing
- what the problem is
- what you want.

Plan

Section B



Your local authority wants to improve the streets and has asked for the views of residents. You have decided to respond on its website.

1) Complete the following form to submit your response.

Local Authority Website		Space below for Assessor notes
Street where you live:		
How long have you lived on this street (in years and months)?		
How do you most often travel on this street e.g. walk, cycle, by car or by bus?		
In one sentence, state your main concern about your street.		
In one sentence, state the most important improvement.		

continue(d) on next page

2) Write a plan for your response and include some key sentences.

You may wish to include some of the following points.

- How clean is your street?
- How safe do you feel on your street from traffic and other people?
- How noisy is your street?
- How easy is it to cross your street?
- Are there places to shelter or rest on your street?

Plan

continue(d) on next page

Assessment Record

Both sections should be assessed against all the assessment criteria and the marking grid below should be completed by the assessor.

Indicate if the learner has achieved the descriptor with a tick in the grid below. Learners must have at least one tick in each column to pass the exam.

Assessor to complete

AC	1.1	1.2	1.3	1.4	1.5	1.6
Descriptor	Plans writing appropriately	Writes with appropriate length and detail	Writes with suitable structure and sequence	Uses appropriate register for audience	Uses format appropriate to audience and purpose	Completes form with some complex features
Questions	Q2	Q3	Q2 and Q3	Q3	Q3	Q1
Section A						
Section B						
AC	2.1	2.2	2.3	2.4	3.1	
Descriptor	Uses complete and complex sentences	Uses correct subject-verb agreement and tenses	Punctuates sentences correctly	Provides evidence of proof-reading	Frequently used words are spelt correctly	
Questions	Q3	Q3	Q3	Q2 and Q3	Q3	
Section A						
Section B						
Assessor name:						
Assessor signature:						
Date:						

Sign Off sheet on the next page

Assessment

SIGN OFF

Internal (IM) and External (EM) Moderator to complete, if included in sample

Moderation record					
Achievement confirmed by IM (tick)	Date	IM signature	Achievement confirmed by EM (tick)	Date	EM signature
Name of IM:					
Name of EM:					