ESOL Skills for Life

Writing Level 2
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: 90 minutes
A national magazine has invited entries for a competition. It has asked for humorous articles on the subject of what annoys us when travelling on public transport.

The article should be 250 – 300 words long.

Write a plan for your article over the page.

You may find helpful this list of what most commonly annoys people travelling on public transport.

- Passengers who don’t move down the train carriage or bus when it is crowded.
- Travellers who stand on the left of escalators.
- Pedestrians suddenly stopping on a crowded pavement to look at their phone.
- Lots of buses coming at once after a long time of waiting.
- People complaining about the rain (it rains a lot in Britain).
1) Write your plan below. Include key sentences for each paragraph.
2) Now write your article below. The article should be 250 – 300 words long.

In your writing ensure you:

- use paragraphs
- check your use of tenses and word order
- check your use of pronouns
- use complete sentences of varying lengths
- check your punctuation
- check your spelling
- use appropriate language and tone.
3) You want to apply for a student photocard which will ensure you can save money on travelcards and season tickets.

**Complete the form below.**

**Application for Photocard**

<table>
<thead>
<tr>
<th>Name of learning institution you attend:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of course enrolled on:</td>
</tr>
<tr>
<td>Month started:</td>
</tr>
<tr>
<td>Length of course in weeks:</td>
</tr>
</tbody>
</table>

**Description of course**

Include the number of hours per week, subjects studied, and any qualification awarded.

Write in no more than **four** sentences.

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continue to Section B on next page
A friend of yours is coming to visit you for the first time and has asked for some advice about how to travel around your area and where to go.

Your email to them should be 250-300 words long.

Write a plan for your email over the page.

You might like to consider the following points:

- the best places to visit
- the best ways to travel in your area
- your favourite way to travel around your area
- what to be careful of when travelling
- how to travel to visit you.
1) Write your plan below. Include key sentences for each paragraph.

Plan

Space below for Assessor notes

continue(d) on next page
2) Now write your email below. Your email should be 250-300 words long.

In your writing ensure you:

- use paragraphs
- check your use of tenses and word order
- check your use of pronouns
- use complete sentences of varying lengths
- check your punctuation
- check your spelling
- use appropriate language and tone.

To: friend1234@whatmail.co.uk

From (your name):

Subject:
3) You are interested in finding a job working in transport and have decided to apply to a job agency online.

You could be interested in being a bus driver, customer assistant or bike mechanic for example.

Complete the form below:

<table>
<thead>
<tr>
<th>Job Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td><strong>Current job:</strong></td>
</tr>
<tr>
<td>(write ‘student’ if you are a student)</td>
</tr>
<tr>
<td><strong>What position are you looking for?</strong></td>
</tr>
<tr>
<td><strong>Summary of previous work experience.</strong> (Include voluntary work if any)</td>
</tr>
<tr>
<td>(Write 5-10 sentences)</td>
</tr>
<tr>
<td>continue(d) on next page</td>
</tr>
</tbody>
</table>
Why would you like this position? (Write 2 - 3 sentences)
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

<table>
<thead>
<tr>
<th>AC</th>
<th>1.1</th>
<th>1.2</th>
<th>1.3</th>
<th>1.4</th>
<th>1.5</th>
<th>1.6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plan and draft writing clearly and effectively for a specific person</td>
<td>Draft with level of detail and length appropriate to purpose</td>
<td>Use appropriate paragraph structure and linguistic features to sequence a text</td>
<td>Uses appropriate format, structure, layout and style for different purposes and audiences</td>
<td>Use language and register suitable for purpose and audience</td>
<td>Complete forms with complex features</td>
</tr>
</tbody>
</table>

Questions

Section A

Section B

<table>
<thead>
<tr>
<th>AC</th>
<th>2.1</th>
<th>2.2</th>
<th>2.3</th>
<th>2.4</th>
<th>2.5</th>
<th>3.1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use a range of sentence structures suitable for purpose</td>
<td>Use sentence grammar with accuracy (including tenses and word order)</td>
<td>Use pronouns with clarity</td>
<td>Use a range of punctuation with accuracy in simple and complex sentences</td>
<td>Proofread for accuracy and meaning</td>
<td>Spell accurately commonly used words</td>
</tr>
</tbody>
</table>

Questions

Section A

Section B

Assessor name:

Assessor signature:

Date:

Continues on next page
**SIGN OFF**

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

<table>
<thead>
<tr>
<th>Moderation record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement confirmed by IM (tick)</td>
</tr>
<tr>
<td>Name of IM:</td>
</tr>
<tr>
<td>Name of EM:</td>
</tr>
</tbody>
</table>