

## Sample ISE II portfolio tasks

### Candidate answers, assessments and rationale

#### ISE II - Section 1 - Correspondence (120-150 words)

You have seen a job advertisement for a receptionist in a busy hotel for the summer. Write a formal letter to the hotel manager to apply for the job. Explain why you think you would be suitable, giving details of your skills and experience.

Via Magherita, 6  
88900 Crotona  
15<sup>th</sup> May

Bay View Hotel  
Cambridge

Dear Sir/Madam,

I am writing to you to apply for the position of receptionist in your hotel as advertised on the newspaper on the 6<sup>th</sup> April.

I am eighteen years old and I will attend the last year of Secondary School. I believe I am suitable for the job as, some time ago, I organised a function in aid of charity, where I stayed at the receptionist desk to welcome people.

In addition, I have some sales experience. I spent last summer working as a receptionist for the local tourist agency. My employer was very satisfied with my work and regular customers commented on what a nice person I was. Moreover, last year I had an experience as a hostess in the local theatre.

Furthermore, I have a basic knowledge of computers and I speak English well and a little German. My interests are reading, traveling, writing and drama. I have good communication skills, I have a friendly personality and I am very patient. I am prepared to work long hours and I am available from June to September. I believe these qualities make me suitable for the job.

I have also enclosed my CV and a reference from my previous employer. I hope that my application will be taken into consideration.

I look forward to hearing from you  
Yours faithfully,

Candidate X

ISE II - Section 1 - Correspondence (120-150 words)

<b>Rationale for ISE II Portfolio assessment</b>
<b>Grade: B</b>
<b>Overall achievement of communicative aim</b>
This is a good attempt at the task. However the candidate has not fulfilled all the requirements of the task, as he/she has exceeded the stated word length range of 120-150 words. ★ <b>Tip - It is vital that candidates adhere to the stated maximum word length range, as any additional text is not assessed by the examiner! This mistake could have been easily avoided by using the word count facility on the computer.</b> Nevertheless, even without the additional text, the writer is still able to give details of his skills and previous experience, as well as explaining why he is suitable for the position of receptionist. There are some irrelevant details, which would probably have been more suitably included in his CV. ★ <b>Tip - Please note the address and date are not included in the word count.</b>
<b>Text organisation</b>
The letter begins and ends appropriately for a formal letter to an unknown person. It is very clearly divided into suitable paragraphs, with an introduction stating the purpose of writing, three paragraphs about his various skills and experience and a closing paragraph. The use of formal linking phrases such as 'In addition', 'Moreover' and 'Furthermore' helps to ensure smooth cohesion and therefore coherence.
<b>Appropriacy of format, style and register</b>
The format is entirely suitable for a formal job application, though 'The Manager' could have been included above the name of the hotel to which he is applying. Throughout the letter, the style and register are appropriately formal.
<b>Accuracy and range of the grammatical, functional and lexical items of the level</b>
The writer uses a variety of basic verb forms, mostly accurately and appropriately. There are many examples of 'I am' and 'I have' but no attempt to use the more advanced tenses of this level, such as the Present perfect continuous tense, simple passive constructions or 'used to'. ★ <b>Tip - Candidates should include a wide range of the relevant grammatical structures of the level, to show the examiner what they <i>can</i> do. Refer to the syllabus for the specified language items of ISE II.</b> The range of 'work' vocabulary is more than adequate for the purpose and the candidate has used some appropriate phrases in this letter of application.
<b>Spelling and punctuation</b>
Spelling is very good indeed and punctuation mainly suitable, with occasional over-use of commas.
<b>Effect on reader</b>
In general, the text has a positive effect on the reader.

ISE II - Section 2 - Factual writing (170-200 words)

Write an article for an entertainment magazine discussing how influential you think violent computer games are on young people today.

COMPUTER GAMES

NOWDAYS ALL THE CHILDREN HAVE THE COMPUTER IN THEIR HOUSE AND PLAY WHEN HAVE FREE TIME. IN COMMERCE THERE RE VERY VARIETY OF COMPUTER GAMES THAT CHILDREN CAN PLAY BUT SOME OF THIS ARE DANGER FOR CHILDREN.

THERE ARE COMPUTER GAMES THAT DIRECT IN ALL OF AGES OF PEOPLE. SOME OF THESE ARE VIOLENT GAMES AND I DO NOT BELIVE THAT THIS COMPUTER GAMES ARE SO GOOD FOR YOUNG CHILDREN TO PLAY THIS GAMES.

MOREOVER, THE KIDS SPENT THE FREE TIME WITH PLAY COMPUTER GAMES FOR HOURS MAYBE TO ISTIGATE PROBLEM IN YOUR EYES AND GENERAL ARE NOT GOOD FOR HEALTHY CHILDREN.

IN MY OPINION IS THAT THE GREAT APART RESPONSIBILTY OF THIS PROBLEM HAVE THE PARENTS OF CHILDREN. THE PARENT MUST TO PROHIBITION TO PLAY HOURS COMPUTER GAMES AND TO SPEND THE FREE TIME IN SPORTS AND PLAY WITH YOUR FRIENDS.

ISE II - Section 2 - Factual writing (170-200 words)

<b>Rationale for ISE II Portfolio assessment</b>
<b>Grade: E</b>
<b>Overall achievement of communicative aim</b>
An unsatisfactory execution of the task. The task has not been addressed and there are some serious omissions. <b>★Tip - It is vital that candidates are trained to underline key words in the question and check that all of them have been covered before handing in their Portfolios.</b> There is hardly any mention in the text of the extent to which the writer thinks violent computer games influence young people today. The text is well under the minimum specified length. <b>★Tip - Use the word count facility on the computer to check the text length.</b>
<b>Text organisation</b>
There is an attempt to divide the article into paragraphs but these are not sufficiently well defined or linked to provide any sense of continuity for the reader. <b>★Tip - When candidates plan their writing, they need to think about how to structure it appropriately.</b> Cohesion and coherence are notable by their absence.
<b>Appropriacy of format, style and register</b>
As the text is so difficult to follow, no clear impression of style or register is recognisable. The format of four short paragraphs would be appropriate if they were better written.
<b>Accuracy and range of the grammatical, functional and lexical items of the level</b>
Errors are frequent and highly intrusive. A lack of agreement between subject and verb and unsuitable vocabulary choice affects the communication of meaning. The candidate simply does not have control over the language items of the level in order to successfully complete this task. <b>★Tip - Having had the benefit of the use of reference materials and drafting and correcting, a very high level of accuracy is expected in the Portfolio at all levels.</b>
<b>Spelling and punctuation</b>
There are frequent errors in word formation and spelling. <b>★Tip - As candidates have every opportunity to use spell-checkers and dictionaries, a high standard of spelling is expected in the Portfolio.</b> It is unacceptable to submit any piece of writing which is all written in capital letters, since this is not accepted practice.
<b>Effect on reader</b>
The task has a negative effect on the reader.

**ISE II - Section 3 - Creative and descriptive writing (170 - 200 words)**

**Imagine that you met a stranger on a train journey who told you a very interesting story. Write an account of what he/she told you and how it made you feel.**

I was on a train and I was coming back home..Next to me there was a strange man. He spoke to me, but I was frightened. He was an adventure man, in fact he told me some of his experiences, but one of these was the most fascinating.

One morning he was in the wood, suddenly he heard a strange noise. He ran towards a mountain and he saw a strange cave. He was curious and he entered by himself. There was nothing. After some time he heard a feeble voice that called him, he went towards another entrance, always in that cave, he walked for a long time, suddenly he saw his mother, but she had died the day before. He was incredulous.

That was his mother's ghost. She told him that in her life, she had loved him a lot, even if she was interested in her interests.. While he was answering to her, she disappeared. He staid here for two hours thinking of what had happened and after he decided to leave that country.

This is a very moving love story that I'll never forget.

**ISE II - Section 3 - Creative and descriptive writing (170 - 200 words)**

<b>Rationale for ISE II Portfolio assessment</b>
<b>Grade: C</b>
<b>Overall achievement of communicative aim</b>
A satisfactory attempt at the task, with the main points covered. The candidate explains who he/she met, what was said and how it made him/her feel. The story is within the stated word length range.
<b>Text organisation</b>
The candidate shows some awareness of the need for structure and the story is divided into three appropriate paragraphs. The writer includes a few suitable linking phrases, such as 'After some time', and 'One morning'. However, the text would have benefited from the use of additional linking expressions, cohesive devices and discourse connectors, because at times it is quite difficult to follow. <b>★Tip - Texts should be well organised with the natural use of cohesive devices.</b>
<b>Appropriacy of format, style and register</b>
A suitable format has been used and the register is usually appropriate for a piece of creative writing. Possibly the addition of a title would have further enhanced it.
<b>Accuracy and range of the grammatical, functional and lexical items of the level</b>
Examples of the grammatical items of the level are used accurately and appropriately e.g. Reported speech 'she told him that' and the Past perfect tense 'she had loved'. However, the range is quite restricted and the candidate does not take the opportunity to include more of the grammar items of ISE II. <b>★Tip - Candidates should include a wide range of the relevant grammatical structures of the level, to show the examiner what they <i>can</i> do. Refer to the syllabus for the language requirements of ISE II.</b> There is some interesting vocabulary e.g. 'a feeble voice', 'moving'. Although, lexis is not always used appropriately e.g. a strange man (rather than a stranger) and 'a love story' (not appropriate between a mother and son). The required functions of reporting the conversations of other, expressing feelings and emotions are covered.
<b>Spelling and punctuation</b>
Spelling is generally consistent with only one notable error 'staid' and punctuation is satisfactory despite the incorrect use of double full stops e.g. 'Italy..Next'.
<b>Effect on reader</b>
The task generally has the desired effect on the reader.