

ESOL Skills for Life – Level 1

Marked learner work

Below is an example of a candidate's responses to the ESOL Skills for Life Level 1 Writing test followed by the marks and rationales from the marker.

All names and personal data have been changed or removed.

Task 1

You recently started working at Bailmore College.

The college wants to reward good performance each month and needs your ideas.

Complete the Employee of the Month Suggestions Form.

You should use the box below to plan your response. You **must** plan for **at least one** task.

Write about 150 words.

Planning notes

explain

energy

BAILMORE COLLEGE

Employee of the Month Suggestions Form

Nominate a colleague and describe your experience of working with him/her.

I have been working in the Bailmore college for 2 years. And I am amazed with the efforts every colleague putting to achieve the targets.

However, I will love to nominate one of the colleague, ~~which~~ whom I have been working with her since I started.

~~She~~ She made the work seems easy with her peraints, ~~and~~ giving her time to train me and her explanation was Sablaware Fantastic. Moreover, she been helping anyone needs help. ~~to~~

Her energy every day is spiring everyone by creating a loveable atmosphere around the college.

After ~~this~~ this discribe I have to say than Kyou for Jane and her efforts. You are ~~the~~ a star.

Please provide suggestions of how we can reward good performance each month.
Give reasons.

I have few suggestions could help
and encourage the colleague to give
there best.

If the college plan each month to
organize small event after work, to
nominate the harder worker to reward
them by giving a small amount of
money which will help and encourage the
rest ~~others~~ to put out there best, ~~or they~~
~~can also give a gift~~ or a gift can
be given for good performance such as:
a voucher for a meal or coffee.

Furthermore, the event by it self
could be a reward if nice meal
and refreshment, drinks served.

Many thanks for your feedback.

Task 2

You ordered some new furniture online and received confirmation that it would arrive within five working days.

Unfortunately, the furniture has not arrived, and you need it for a special occasion.

Write an email to the furniture company.

Write about:

- ▶ your disappointment with the service
- ▶ the inconvenience this has caused **and**
- ▶ ask for some compensation.

You should use the box below to plan your response.

Write about 150 words.

Planning notes

- X

To:

Subject:

~~Sir / Madam~~ Hi Sir / Madam,

I am writing this email to discuss about my order which I ordered few weeks ago.

I am writing with great disappointment, and frustration with the service I received when I tried to contact the customer service. ~~They have not been able to~~ about the delay for my furniture, even though I made sure before I pay asked them about the time I would receive my order, they ^{guaranteed} ~~guaranteed~~ the delivery ~~will~~ will be in time.

Unfortunately, ~~I have not~~ the furniture has not arrived and I needed it, for my son's graduation party.

tomorrow

~~that cause me~~

this matter caused me stress
and inconvenience, the party is
this weekend and I ~~do~~ do not
have time to wait,

I would be grateful, ~~if~~ if I get
the refund for the furniture, so I can
buy it from another shop not online, or
you could make sure I receive ~~us~~ the
furniture by ~~tomorrow~~ end ~~for~~ of
tomorrow.

I look forward your reply soon
as you can.

Best regards

Paul Evans

Task 3

You work in a secondary school. Write a report about the use of social media explaining the advantages, outlining potential issues and making recommendations for students.

You should use the box below to plan your response.

Write about 250 words.

Planning notes

- ① ~~Intro~~: reason for writing this report is use of social media, advantages from using it and some recommendations.
- ② advantages of social media:
easy to contact with our love ones
easy access to news, good for ~~bus~~ making or starting small businesses.
- ③ ~~disadvantages~~, outlining potential issues:
time consuming anti social behaviour
health issues.
- ④ recommendations: safe youth club.
encouraging sports.
- ⑤ conclusion: Summarises everything.

Report on social media

Social Media ~~and~~ the impact
on the ~~Student~~ Students.

Introduction: The aim of this report to outline ~~the~~ and explain the effect of the Social media on the Students. It is blessing ~~we~~ now days the technology helping ~~the~~ us in many way, one of ~~this~~ ^{this} advantage is ~~a~~ social media. However this came with a potential issues which in this report I will outline it.

① The advantage of social media.

Social Media made ~~our~~ the life for many people easier by making them easily contact with there loves one, no matter how far they are, will be always one click away. Also we ^{not} can't deny the help it give to explore about news or education. Moreover, it could help establish a small business for

beginner beginner weight
beginner obese
obesity
beginner do start there journey to
success.

③ disadvantages of social media.

However, the social media have good advantage with wrong hand and low knowledge about how to use it, over no control, that could cause a lot of disadvantages, and have real bad effect on our future youth. Such as. Social media consume a lot of time. the students start scrolling and get lost in the social with out realising the time which take them to be anti social. Additionally, most of student suffer with health ~~issues~~ issues, lack of ~~more~~ movement or ^{exercise} ~~exercise~~ caused them mental health and ~~obese~~ gain gain of the ~~weight~~ weight (obesity).

compitation

② How to avoid that addiction!

In my opinion there is a lot we can do to avoid this matter. I suggest ~~the~~ the school can open youth club and have to be free to encourage the students to ~~attend~~ attend and ~~the~~ in the club, activities can be provided under safe environment with wifi enclosed, some sports competition. the staff could be hired to educate the students about the harm of social media and the bad impact could cause them.

③ conclusion: Social media over all is not that harmful if ~~at~~ we educate the new generation how they can use it, in a proper way to avoid the potential ~~propert~~ ^{proper} issues and the ~~ea~~ bad outcome from it.

~~together~~ together we can educate them, and have ~~safe~~ ^{safe} ~~the~~ ~~generation~~ ~~for~~ ~~our~~ ~~future~~ ^{generation for our future.}

Candidate marks and rationale

	Assessment criteria	Mark	Rationale
Plan			
1.1	Plan text for a specific purpose	4	A fairly detailed and highly relevant plan is produced for Task 3
Task 1 – Form			
2.1	Produce content appropriate to purpose	4	Content is relevant and appropriate with a suitable level of detail.
2.4	Use grammar correctly	2	Attempts at using Level 1 grammar are mostly unsuccessful.
2.5	Use punctuation correctly	3	Commas and full stops are used correctly.
2.6	Spell words accurately	2	Errors are noticeable throughout.
3.1	Complete a form with open and closed responses correctly	4	The form is completed appropriately and the communicative aim is achieved.

Candidate marks and rationale (continued)

	Assessment criteria	Mark	Rationale
Task 2 – Email			
2.1	Produce content appropriate to purpose	4	The email fully addresses all the bullet points.
2.2	Use appropriate language for a given task	3	Apart from the inappropriate form of address and the unnaturalness of the closing sentence, the candidate uses a suitably formal register.
2.3	Sequence text in a logical sequence for purpose	4	The email is well organised into clear paragraphs which aids understanding.
2.4	Use grammar correctly	3	Complex sentences are attempted throughout, although not always successfully.
2.5	Use punctuation correctly	2	Mistakes with punctuation and the use of upper/lower case makes some parts of the text hard to understand.
2.6	Spell words accurately	2	Errors are noticeable throughout but these do not impede understanding.

Candidate marks and rationale (continued)

	Assessment criteria	Mark	Rationale
Task 3 – Report or Article			
2.1	Produce content appropriate to purpose	3	The content is largely appropriate but the argument is hard to follow in some parts.
2.2	Use appropriate language for a given task	3	A suitably formal register is used fairly consistently with occasional lapses, eg 'It is blessing nowadays'.
2.3	Sequence text in a logical sequence for purpose	2	Headings are used effectively to help the reader follow the development of the argument.
2.4	Use grammar correctly	2	There are frequent minor errors when attempting complex sentences.
2.5	Use punctuation correctly	2	Errors with punctuation lead to uncertainty over where sentences end, and this can affect comprehension.
2.6	Spell words accurately	2	Special interest lexis is used albeit with frequent errors, sometimes as a result of homophones and word formation, eg 'with there loves one'. This impedes understanding at times.

The candidate scores 52/72 (Pass). The pass mark is 48/72.