

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

BAILMORE COLLEGE

Employee of the Month Suggestions Form

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

I have been working at Bailmore College for 3 years as a teacher assistant with other staffs and receptionists. receptionists.

I work with IT teacher (Reshma) who works really hard and very ~~passion~~ passionate about to educate students like: ~~the first time~~ ^{Firstly}, she ~~uses~~ uses very easy method to teach students so they can ~~understand~~ ^{she} understand easily. Furthermore, she prepared herself well before she ~~come~~ ^{entire} come in the class. Secondly, that everyone ~~quite~~ ^{equally} - it means; no partiality against gender, ages, colour, and believe and that's reason students enjoy to study in her class.

Finally, she is also good listener - I work ^{very} close with her and noticed, she gives chance to listen them carefully and solve their problems, also ~~support~~ provide support during the ~~class~~ class and before the exams.

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

Good performance could be rewarded ~~to make~~ ^{by} each
Every month to appreciate person's work and
dedication. It is not only make ^{hard} them ^{happy} ~~happy~~
~~and play~~ but also encourage them to ~~continuously~~
provide ~~good~~ regularly good performance.

I would suggest the college should organise
reward each months: like give a ~~voucher~~ ^{voucher}
so it is easy to use that money wherever ~~that~~ they
want to use.

Also I ~~recommended~~ ^{use} recommended a nice
card with ~~flower~~ bunch of flowers will be make
person happy.

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

To: furniture@company.com
Subject: Delayed furniture

Dear Sir/Madam,

I am writing to concern about the furniture, which I have ordered a week ago, I have received the confirmation as it should be arrived in five days, unfortunately, I have not received yet.

The furniture, I ordered for my daughter's birthday party. It has not arrived yet, so I am in stress and anxiety. Without dining table how can I manage the guest and what I need to arrange something else which cause stress and wasting more time. ~~which~~

I am very disappointed about your service. It would be great if you provide some compensation or reduced the price for dining table.

Let me inform about your decision as soon as possible.

~~Kind regards~~
Kind regards,
Paul Evans

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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

- = Introduction
- Benefits:
 - connect with friends and discuss about work
 - find out lot of information about any subject
- Issues:
 - make people lazy
 - causing problem in physical health
- Recommendation -
 - It should be balance
 - certain time limit
 - or not using after 9:0 PM
- Conclusion -

Report on social media

Social media advantages and issues

Introduction:

Now a days ^{globally} people using social media to stay connect with their friends and families. Also, teenagers using ^{social} most of time social media like: facebook, whatsapp, ~~letter~~ and twitter. In spite of many advantages, there ~~is~~ ^{are} ~~potential~~ ^{could} issues as well. How ~~can~~ we addressed those issues?

Benefits

Firstly, ~~because~~ ^{because} of social media, students can connect with their friends, ~~at~~ out of classes and weekend as well ~~and~~ discuss about their study or any problems. If they behave well, ~~on~~ they achieved there goal by practicing ~~at~~ online, get more information about particular subject. ~~and~~ They have unlimited times to do things.

Issues:

The biggest issue is over using social media. It means there is no time limit to use.

Most of the students scrolling their mobile or laptop most of days. Because of this reason they don't go outside or not connect with other people. This sedentary life make students very lazy and inactive. Those reason teenagers become obesity increased, ~~at~~ i

Recommendation:

School should encouraged students to do outdoor activities like: play football, basketball or join dancing classes will improve their physical health.

Furthermore, In school ^{column} ~~carriat~~, ~~st~~ They should set some time limits. Even at home teenagers should be watched by their parents or ~~be~~ after ~~8:30 pm~~ they are not allow for use social media.

Conclusion:

If we not stop today, they ~~will be~~ we will create a ^{them} poor society. ~~and~~

Turn over page

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Candidate marks and rationale

	Assessment criteria	Mark	Rationale
Plan			
1.1	Plan text for a specific purpose	4	A fairly detailed and relevant plan is produced for Task 3.
Task 1 – Form			
2.1	Produce content appropriate to purpose	3	Content is mostly appropriate but one point in the first section was hard to understand.
2.4	Use grammar correctly	3	Level 1 grammar is mostly used successfully.
2.5	Use punctuation correctly	3	A range of punctuation features are attempted. Colons are sometimes used incorrectly.
2.6	Spell words accurately	3	Most words are spelt accurately. There are some uses of special interest vocabulary.
3.1	Complete a form with open and closed responses correctly	4	The form is completed appropriately and without ambiguity.

Candidate marks and rationale (continued)

	Assessment criteria	Mark	Rationale
Task 2 – Email			
2.1	Produce content appropriate to purpose	3	Bullet points in the prompt are addressed but the email would benefit from more detail and greater clarity.
2.2	Use appropriate language for a given task	3	The email begins and ends appropriately. However, some expressions are not suitable or correct, eg 'I am writing to concern', 'Let me inform'.
2.3	Sequence text in a logical sequence for purpose	3	Logical paragraphs help the reader follow the development of the text. There is limited use of discourse markers.
2.4	Use grammar correctly	2	The candidate attempts to use more complex structures, but this is rarely successful.
2.5	Use punctuation correctly	2	The opening sentence contains 4 commas. Most are used incorrectly. A limited range of punctuation features is used.
2.6	Spell words accurately	3	There are several spelling errors but these do not impede communication.

Candidate marks and rationale (continued)

	Assessment criteria	Mark	Rationale
Task 3 – Report or Article			
2.1	Produce content appropriate to purpose	4	The prompt is fully addressed.
2.2	Use appropriate language for a given task	3	There are some uses of special interest lexis.
2.3	Sequence text in a logical sequence for purpose	3	The use of headings makes it easier to understand the text development.
2.4	Use grammar correctly	2	Some parts are seemingly written in note form. Errors are frequent throughout.
2.5	Use punctuation correctly	2	Colons are used incorrectly. Upper case letters are incorrectly used after commas.
2.6	Spell words accurately	3	There are several spelling errors although they do not impede understanding. Spelling of some basic lexis is inconsistent, such as the possessive form 'their'.

The candidate scores 53/72 (Pass). The pass mark is 48/72.