

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.

Write about 150 words.

Planning notes

1. Every student if they are from different countries will introduce their country every month.

↓ ↓ ↓

food traditions famous people

 songs poems

2. Anna is motivated
 & has lot's of ideas
 about improving our work
 helps me

BAILMORE COLLEGE

Employee of the Month Suggestions Form

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

I would like to nominate my colleague.
Her name is Anna Smile.

I have worked with her since 2022.
I know her like a motivated, hardworking,
responsible person. She always can help
anyone. One time my son was sick, I
couldn't come to work. I asked her
to cover me and she helped. I did
appreciate it. Also she helped me
when I just started to work in the
college. She introduced me ^{to} everyone,
explained how to use ^a the laptop and
a printer. Anna has many ideas
about ~~increasing~~ improving our college,
how to make our students to study.
She organized an extra ^{class} ~~course~~ ~~of~~
at the college for students from
different countries. The students read
poems, sing songs, communicate
with each other. It helps ^{them} to make
new friends and feel more confident.

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

I suggest to show how big is our college. People can see how many students are from different countries. So it would be nice to ask students to show cultures of their countries. They can read poems, sing songs, bring traditional food. It helps them to understand each other, to know their traditions. Also students can tell about their religion. It's very important especially now, when we see so many wars around us.

Second one, I suggest to make a disco party every month for students and tutors. They can communicate properly, find something common and be more friendly. It can help to solve some problems with studying in the future.

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

Good morning.

My name is Jane Smith. I ordered some furniture online and received confirmation that it would arrive within five working days. I took few days off at work, because I expected the delivery. Unfortunately, the furniture didn't arrive. I am not happy about it. I wasted my time and didn't go to work. My boss doesn't pay for the days off. I would like to ask you about refunding my money (£3500). I want to ask about some compensation as well, because I ^{has} ~~didn't~~ worked few days. I hope you will respond today. If I don't get my money, I will leave bad feedback on face book.

To: furniture@company.com
Subject: Delayed furniture

Good morning!

My name is Jane Smith.

I ordered some furniture online last month. I received confirmation that it would arrive within five working days. So I took few days off at work, because I am a single mum and don't have a partner and any relatives, who can be at home. Unfortunately, the furniture didn't arrive. I am disappointed ~~also~~ with the service. My boss doesn't pay for my days off. So I wasted my days.

I would like to ask you about refunding and also some compensation. I will put my bank details in the end of this letter. It would be nice if you can do refund until Christmas. I need to buy a new furniture.

I hope you can solve my problem soon. I don't want to leave bad feedback about your company. I am looking forward for your

answer.

I would be happy about the compensation (£100). I hope you can pay as soon as possible.

Thank you. Have a great day.

Kind regards

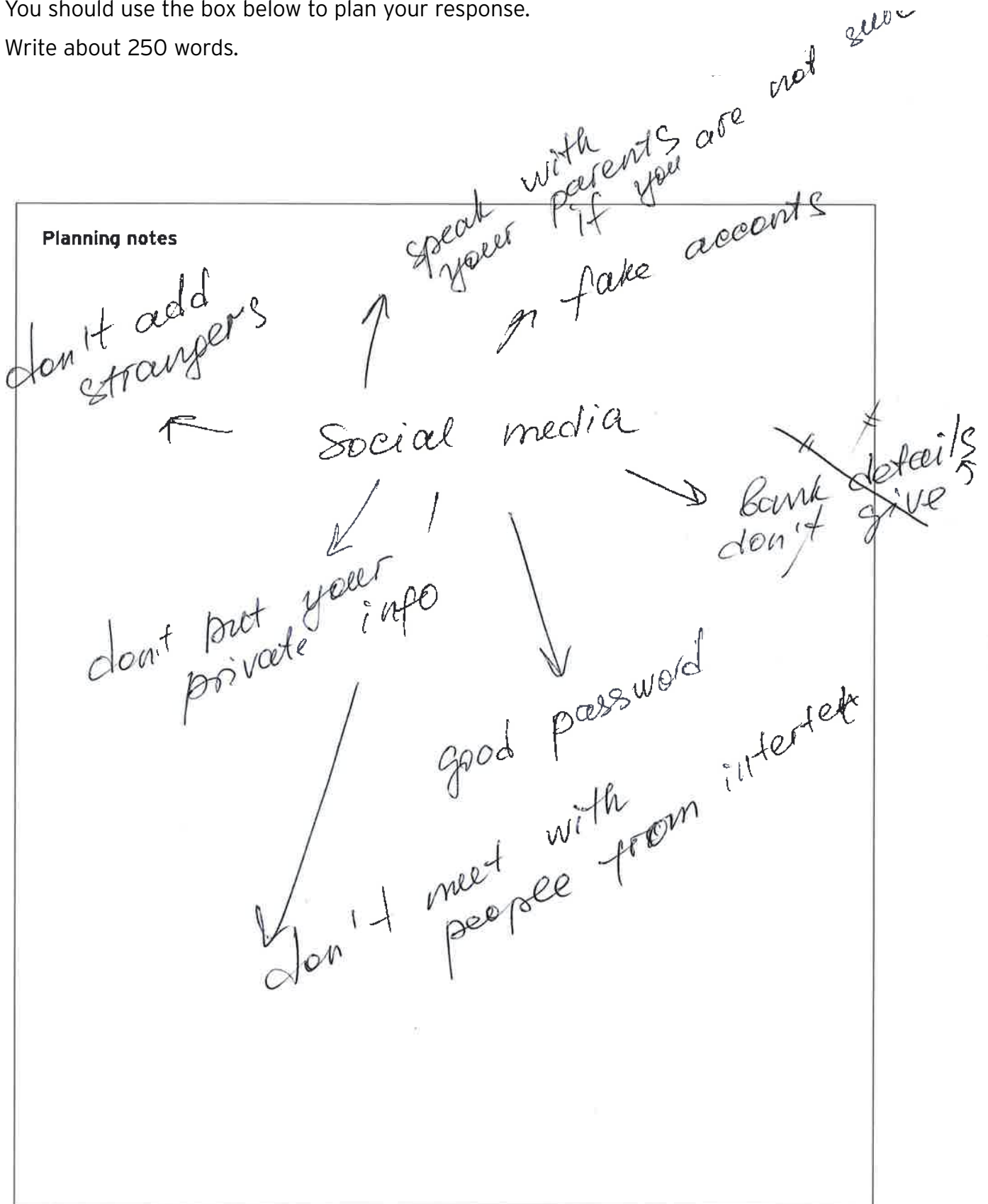
Jane Smith

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.



Report on social media

Everyone has an account on social media. It's important to know how to use of social media.

In the beggining, you need to use a strong password, and be sure that anyone doesn't know it.

Don't put your private information like your ~~address~~ post code, your number of your phone. Be carefull with your bank details, don't put it online. It will be better if you aware your parents and ask them to pay for something. Don't put too many private photos. If you want to put some photos with your friend you need to inform them about it. Don't add any strangers to your account, don't speak with people who don't know, don't tell them about your life, your friends and your ~~fameli~~ ~~famaly~~ parents.

Speak with your parents or with

your tutors if you need help.
We can help in any situation like
someone makes you to do something
or abuses you.

Sometimes you can see on social
media a famous person and add
him. Be carefull it can be a fake
account.

Never meet with people from
social media, you have to inform
your parents. Never share any
information with strangers like
your travelling or planning to buy
something.

~~Life~~ You need to be polite and
friendly when you speak online,
don't abuse anyone, be tolarant.

Remember, if someone put ~~some~~
your pictures on social media, you
can complain about it.

Be careful if you use your friend's
laptop. Remember, don't save your
password.

If someone asks about help and tells that he is your friend, you have to inform your parents. They can check this information.

Candidate marks and rationale

	Assessment criteria	Mark	Rationale
Plan			
1.1	Plan text for a specific purpose	2	There is evidence of planning which relates to part of the tasks. The plan for Task 2 cannot be described as a plan.
Task 1 – Form			
2.1	Produce content appropriate to purpose	2	Only half of the content relates to the purpose of the text.
2.4	Use grammar correctly	3	Use of grammar is generally accurate but there is little attempt to use complex sentences.
2.5	Use punctuation correctly	3	Punctuation is used accurately but is limited in range.
2.6	Spell words accurately	4	Spelling is accurate with suitable use of special interest lexis.
3.1	Complete a form with open and closed responses correctly	2	Half of the form is completed appropriately.

Candidate marks and rationale (continued)

	Assessment criteria	Mark	Rationale
Task 2 – Email			
2.1	Produce content appropriate to purpose	3	Content covers the main bullet points with sufficient detail.
2.2	Use appropriate language for a given task	3	The register is generally appropriate but not consistent.
2.3	Sequence text in a logical sequence for purpose	3	Paragraphs and some discourse markers are used.
2.4	Use grammar correctly	3	Some errors are made but these do not impede comprehension.
2.5	Use punctuation correctly	3	Punctuation is used accurately but is limited in range.
2.6	Spell words accurately	3	There are occasional spelling errors, including word formation.

Candidate marks and rationale (continued)

	Assessment criteria	Mark	Rationale
Task 3 – Report or Article			
2.1	Produce content appropriate to purpose	2	The report consists mostly of instructions about staying safe so does not cover the first two bullet points.
2.2	Use appropriate language for a given task	2	The overuse of instructional language does not fit the task.
2.3	Sequence text in a logical sequence for purpose	3	There is clear organisation and the text is coherent.
2.4	Use grammar correctly	2	The report lacks any range because imperatives are mostly used.
2.5	Use punctuation correctly	3	Punctuation is accurate but limited in range.
2.6	Spell words accurately	3	There are some errors with quite common words but these do not impede comprehension.