

## Skills for Life examinations overview

Level	Speaking & Listening	Reading	Writing
Entry 1	<p><b>Task 1</b> Exchange of personal information <i>Up to 4 mins</i></p> <p><b>Task 2</b> Instructions and directions <i>Up to 3 mins</i></p>	<p><b>Task 1</b> Simple narrative <i>10 Items</i></p> <p><b>Task 2</b> Signs and symbols <i>5 Items</i></p> <p><i>Total time allowed: 30 mins</i></p>	<p><b>Task 1</b> Write a text giving basic personal details (e.g. complete a form) <i>About 30 words</i></p> <p><b>Task 2</b> Write a brief message giving details of present activities (e.g. a postcard) <i>About 30 words</i></p> <p><i>Total time allowed: 20 mins</i></p>
Entry 2	<p><b>Task 1</b> Exchange of information about daily routine, study, work <i>Up to 3 mins</i></p> <p><b>Task 2</b> Short account of recent past activity <i>Up to 2 mins</i></p> <p><b>Task 3</b> Role-play - making requests <i>Up to 3 mins</i></p> <p><b>Component 2</b> Likes and dislikes in familiar contexts <i>Up to 10 mins</i></p>	<p><b>Task 1</b> Instructional/ chronological text <i>10 Items</i></p> <p><b>Task 2</b> Records of personal data <i>5 Items</i></p> <p><b>Task 3</b> Public information texts, e.g. signs, notices and lists <i>5 Items</i></p> <p><i>Total time allowed: 45 mins</i></p>	<p><b>Task 1</b> Write a short record of a single personal past experience of activity (e.g. writing about a past experience related to a hobby) <i>About 80 words</i></p> <p><b>Task 2</b> Write an informal description of a person or place (e.g. a note to someone describing a friend you ask them to meet at the station) <i>About 80 words</i></p> <p><i>Total time allowed: 40 mins</i></p>
Entry 3	<p><b>Task 1</b> Exchange of information, comparing people and places <i>Up to 3 mins</i></p> <p><b>Task 2</b> Narration of a simple story (factual or fictional) <i>Up to 2 mins</i></p> <p><b>Task 3</b> Role-play - giving personal information in a formal context <i>Up to 3 mins</i></p> <p><b>Component 2</b> Planning a social event <i>Up to 10 mins</i></p>	<p><b>Task 1</b> Explanatory/ chronological text <i>8 Items</i></p> <p><b>Task 2</b> Informational texts, e.g. contents pages, indices and menus etc. <i>6 Items</i></p> <p><b>Task 3</b> Extracts from different text types for identifying text purpose including instructional <i>6 Items</i></p> <p><i>Total time allowed: 60 mins</i></p>	<p><b>Task 1</b> Write an account or narrative (either factual or fictional) of a sequenced past event (e.g. article about first day at college) <i>About 200 words</i></p> <p><b>Task 2</b> Write an informal letter about a planned future activity or event (e.g. invitation to party) <i>About 120 words</i></p> <p><i>Total time allowed: 60 mins</i></p>
Level 1	<p><b>Task 1</b> Exchange of information about personal past events <i>Up to 4 mins</i></p> <p><b>Task 2</b> Presentation - describing a process <i>Up to 3 mins</i></p> <p><b>Task 3</b> Role-play - formal requests for factual information, descriptions and comparisons <i>Up to 3 mins</i></p> <p><b>Component 2</b> Problem solving - dealing with common everyday problems and giving advice and suggesting solutions <i>Up to 15 mins</i></p>	<p><b>National Literacy Test</b> Multiple choice format (<i>40 items</i>) <i>Total time allowed: 60 mins</i></p>	<p><b>Task 1</b> write a record of extended personal data for official purposes (e.g. annual appraisal form) <i>About 200 words</i></p> <p><b>Task 2</b> Write a formal report making comparisons between, e.g. countries, lifestyles, jobs (e.g. article about differences between treatment of elderly people in 2 countries you know) <i>About 300 words</i></p> <p><b>Task 3</b> Write an informal letter setting out a problem (real or imaginary) and asking for advice (e.g. letter about problem with accommodation) <i>About 150 words</i></p> <p><i>Total time allowed: 100 mins</i></p>
Level 2	<p><b>Task 1</b> Formal presentation of chosen topic <i>Up to 6 mins</i></p> <p><b>Task 2</b> Informal discussion of presentation <i>Up to 5 mins</i></p> <p><b>Task 3</b> Role-play - making and responding to complaints and criticism <i>Up to 4 mins</i></p> <p><b>Component 2</b> Debate of important issue - presenting pros and cons <i>Up to 20 mins</i></p>	<p><b>National Literacy Test</b> Multiple choice format (<i>40 items</i>) <i>Total time allowed: 60 mins</i></p>	<p><b>Task 1</b> Write a detailed factual account (e.g. report for line-manager based on graph) <i>About 400 words</i></p> <p><b>Task 2</b> Correspond with businesses, offices, government /council departments (e.g. letter of complaint) <i>About 150 words</i></p> <p><b>Task 3</b> Write a creative or imaginative narrative (e.g. a story) <i>About 200 words</i></p> <p><i>Total time allowed: 100 mins</i></p>

## Skills for Life examinations - table of possible total marks and pass marks per level

Level	S& L total	S& L Pass	Reading total	Reading pass	Writing total	Writing pass
Entry 1	21	14	15	10	30	20
Entry 2	30	20	20	13	30	20
Entry 3	30	20	20	13	30	20
Level 1	60	40	National Literacy Test	pass mark variable, approx 60%	45	30
Level 2	60	40	National Literacy Test	pass mark variable, approx 60%	45	30

## ESOL for Work examinations overview

Level	Speaking & Listening (Unit 1)	Reading & Writing (Unit 2)
Entry 3	<b>Task 1</b> Exchange of information regarding jobs, training or study <i>Up to 4 mins</i>  <b>Task 2</b> Narration of a simple story related to work, training or study <i>Up to 2 mins</i>  <b>Task 3</b> Role-play - giving information in a work- or study-related context <i>Up to 3 mins</i>  <i>Total time: up to 9 minutes</i>	PART A - Reading <b>Task 1</b> Work-related text <i>10 Items</i>  <b>Task 2</b> Work-related text <i>8 Items</i>
		PART B - Writing <b>Task 1</b> Write a description of a person, place or event <i>NB Part B is assessed at Entry 2 level</i>  <i>Total time allowed for both parts: 60 mins</i>
Level 1	<b>Task 1</b> Exchange of information regarding jobs, training or study <i>Up to 4 mins</i>  <b>Task 2</b> Presentation - describing a work-related process <i>Up to 3 mins</i>  <b>Task 3</b> Role-play - describing problems and suggesting solutions in a formal work or study situation <i>Up to 3 mins</i>  <i>Total time: Up to 10 mins</i>	PART A - Reading <b>Task 1</b> Work-related text <i>12 Items</i>  <b>Task 2</b> Work-related text <i>8 Items</i>
		PART B - Writing <b>Task 1</b> An account of a work-related event or experience <i>NB Part B is assessed at Entry 3 level</i>  <i>Total time allowed for both parts: 75 mins</i>

## ESOL for Work examinations - table of possible total marks and pass marks per level

	Unit 1		Unit 2			
Level	Speaking and Listening total	Speaking and Listening pass mark	Reading total marks	Reading pass mark	Writing total marks	Writing pass mark
Entry 3	24	16	15	10*	15	10*
Level 1	48	32	20	13*	15	10*

\* Candidates must pass both components of Unit 2 in order to pass Unit 2 successfully. It is not possible to pass Reading and fail Writing (or vice versa) and still achieve the unit overall.