

ESOL Skills for Life
RQF Level: Entry 1
Candidate Booklet - Writing
SAMPLE VERSION

The following details must be completed:

Candidate Name:

Candidate Date of Birth:

DD / MM / YYYY

Candidate Signature:

Centre Name:

Assessor Name:

Task 1:

DD / MM / YYYY

Assessment Date:

Task 2:

DD / MM / YYYY

Task 3:

DD / MM / YYYY


INSTRUCTIONS FOR CANDIDATES:

- Do **NOT** turn over the page to start the assessment until instructed to do so
- This assessment is made up of **3 TASKS**.
- Answer all of the questions
- You must complete this assessment paper in black or blue **PEN**
- Dictionaries are **NOT** permitted in any part of this assessment

Writing Guide Time– 30 minutes

Task 1

You register with a new doctor. Complete the form below.



THE GROVE DOCTOR'S SURGERY
REGISTRATION FORM

First name:	
Surname / Family name:	
Address:	
Postcode:	
Telephone Number:	
Date of Birth:	

(6 marks)

Task 2

Write a short text about you, your hobbies and interests.

Write 30-40 words.

Remember:

- write in full sentences
- use capital letters and full stops
- use correct spelling

Write your answer here:

(8 marks)

Writing Task 3

You are on holiday with your friends. Write an email home describing what you and your friends are doing.

Write 30-40 words.

Remember:

- write in full sentences
- use capital letters and full stops
- use correct spelling

Write your answer here:

To:	
Cc:	
Subject:	

(8 marks)

END OF WRITING ASSESSMENT

Assessment Decision Record

Candidate Name:	
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Task 1: Allocate 1 mark for each section answered fully and correctly.

Q1	Q2	Q3	Q4	Q5	Q6
/1	/1	/1	/1	/1	/1

Task 2	2	1	0
Task Achievement			
Structure			
Vocabulary Range and Control			
Grammatical Range and Control			
Assessor comments on and examples of Candidate performance:			

Task 3	2	1	0
Task Achievement			
Structure			
Vocabulary Range and Control			
Grammatical Range and Control			
Assessor comments on and examples of Candidate performance:			

The Candidate needs to score a **minimum of 14 marks** across all 3 tasks, **AND** no fewer than 1 mark in each category in Tasks 2 and 3.

Total assessment marks:	/22
Final outcome:	PASS / REFER
Assessor Signature:	DD / MM / YYYY
Internal Moderator Signature: (if sampled)	DD / MM / YYYY
External Moderator Signature: (if sampled)	DD / MM / YYYY