

ESOL Skills for Life  
RQF Level: Entry 2  
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– 40 minutes

## Task 1

You apply for a job as a waiter / waitress in a local Italian restaurant. Complete the application form below.

### APPLICATION FORM

1. Date of application.....
2. Position you are applying for.....
3. Circle one: **Mr Mrs Miss Ms**
4. Surname / Family Name.....
5. First name (s).....
6. Email address.....
7. Telephone .....
8. When are you available to work? (Tick  all that apply)

Weekdays	<input type="checkbox"/>
Weekends	<input type="checkbox"/>
Evenings	<input type="checkbox"/>

9. Your work experience (write a full sentence)

.....  
.....

(10 marks)





### Assessment Decision Record

**Candidate Name:** \_\_\_\_\_

**Task 1: Questions 1-8:** Allocate 1 mark for each section answered fully and correctly.

**Question 9:** Allocate 2 marks for a fully relevant and correct response and 1 mark for a response that is either not fully relevant, or contains some mistakes that do not affect the content.

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9
/1	/1	/1	/1	/1	/1	/1	/1	/2

**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 16 marks across all 3 tasks, **AND** no fewer than 1 mark in each category in Tasks 2 **AND** 3

**Total assessment marks:**

**/26**

**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