

ESOL Skills for Life
RQF Level: Level 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– 100 minutes

Task 1

You recently bought some plane tickets online, but entered some of your details incorrectly. When you contacted the company’s customer service centre, the person who took your call was impolite, and they did not help you resolve your issue.

You decide to fill in a complaint form on the airline’s website. On the form, explain what problems you have had and say what action you would like the company to take. Write about 100 words.

HAPPY FLIGHTS - CUSTOMER COMPLAINT FORM			
Name		Date:	
Surname:		Flight no:	EYZ 26543
Details of your complaint:			

(8 marks)

Task 2

You have read the following article in your local newspaper:

Further cuts to social care services announced

More than £1bn will be cut from social care services for older and disabled people in England over the next year, leaving tens of thousands facing reduced help with basic tasks such as washing, dressing and eating, council care bosses have said.

Despite rising demand driven by an ageing population, fewer people will qualify for state-funded care while those who continue to receive a service may have to accept lower levels of support and a worse quality of life, they said in a report.

The quality and reliability of local services would also suffer, undermining attempts to maintain a “caring, compassionate and trained workforce”.

The cuts to social care would also increase pressure on the NHS, a view shared by health service leaders, who earlier this week said ministers had to guarantee spending on social care as well as hospitals if the NHS was to survive.

Write a letter to the newspaper giving your opinion about the content of the article, and how the changes described might affect your own life, or the lives of others.

Write between 180-220 words.

You can plan your letter here (you are not assessed on your planning):

Write your letter here:

(16 marks)

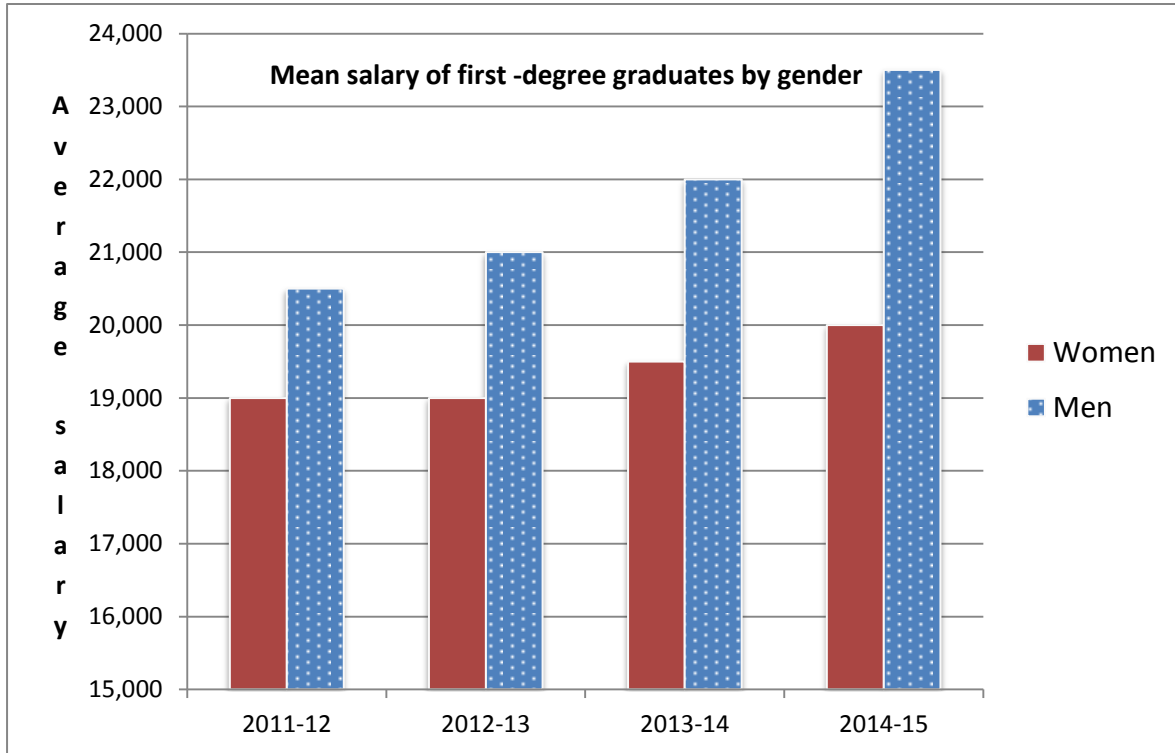
SAMPLE

Task 3

Your teacher asked you to write an essay on the following topic:

'The gender pay gap still affects UK society and needs to be addressed'.

The graph below provides some information about the gender pay gap in the UK. Use this information in your essay.



Write between 200 and 240 words.

You can plan your essay here (you are not assessed on your planning):

(16 marks)

SAMPLE

END OF WRITING ASSESSMENT

Assessment Decision Record

Candidate Name:

Task 1

	2	1	0
Task Achievement			
Structure			
Vocabulary Range and Control			
Grammatical Range and Control			
Total marks:	/8		
Assessor comments on and examples of Candidate performance:			

Task 2

	4	2	0
Task Achievement			
Structure			
Vocabulary Range and Control			
Grammatical Range and Control			
Total marks:	/16		
Assessor comments on and examples of Candidate performance:			

Task 3

	4	2	0
Task Achievement			
Structure			
Vocabulary Range and Control			
Grammatical Range and Control			
Total marks:	/16		
Assessor comments on and examples of Candidate performance:			
<p>In order to obtain a pass, the Candidate needs to score a minimum of 24 marks across the whole assessment, and no fewer than 1 mark in each category in Task 1, and no fewer than 2 marks in each category in Tasks 2 and 3.</p>			
Total assessment marks:	/40		
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