



## Certificate in ESOL for Work at NQF Level 1

### Writing Sample Assessments A and B

**Sample Task**                    **A**

**Outcome 1:**                    **Plan, edit and draft in order to produce written text to communicate information with some awareness of a work-related audience**

#### **Risk Assessment Form**

For this assessment task you need to complete a risk assessment form. The total length of your writing should be approximately 120 words. **Your tutor will provide you with additional paper if you need more space.**

Your employer has asked you to carry out a risk assessment related to an activity in your work area. Write your findings in the form below, providing as much detail as possible. Write in complete sentences.

<b>Health and Safety</b> <b>Risk Assessment Form</b>	Assessor's Name: ..... Date:.....
Activity (what is the task?)	
Hazard (e.g. electricity, equipment, noise) & description of risk and likely consequences (what might happen and what kind of damage/injury could be caused?)	

People at risk (no need to list individuals by name – think about groups of people)

Control measures (what precautions are in place to reduce the risk, e.g supervision, training, written procedures)

Further action (if control measures are inadequate)

## Sample Task B

**Outcome 2: Plan, edit and draft in order to write to communicate information and ideas in an appropriate register, relevant to a work-related context**

You want to go to your friend's wedding next month, but have just received this memo from your supervisor. Send him an **e-mail**, asking for time off work.

The total length of your writing should be approximately 150 words. **Please use the box below but remember that your tutor will provide you with additional paper if you need more space.**

**MEMO**

**TO: All staff**

**FROM: Andrew Miller**

As you know, this is the busiest time of year and everyone is working to full capacity. There has also been a problem with staffing: some employees have returned to their country for a holiday, putting the workforce under greater pressure. I would like to remind you that two months' notice for leave is normally required. If you have plans to take leave within the next 2 months, contact me as soon as possible. Please include the precise dates and the reason for such short notice.

Regards,  
Andrew

