



## **Certificate in ESOL for Work at NQF Entry 3**

### **Writing Sample Assessments A and B**

#### **Sample Task A**

**Outcome 1:** Write in English in a work related context to record and present information

**Task:** Your company is going to hold a Training Day, when all employees will be given the opportunity to improve their skills. Read this advert from the company website:

**14<sup>th</sup> June**

**Meriol Centre**

#### **COMPANY TRAINING DAY**

**This is an opportunity for YOU to share your skills and experiences.**

**We are looking for volunteers to host workshops.**

**What do you know, or what have you done?**

**What have you learned?**

**Do you think others might be interested?**

If so, please send an e-mail to the Human Resources Manager.

In it, you should include:

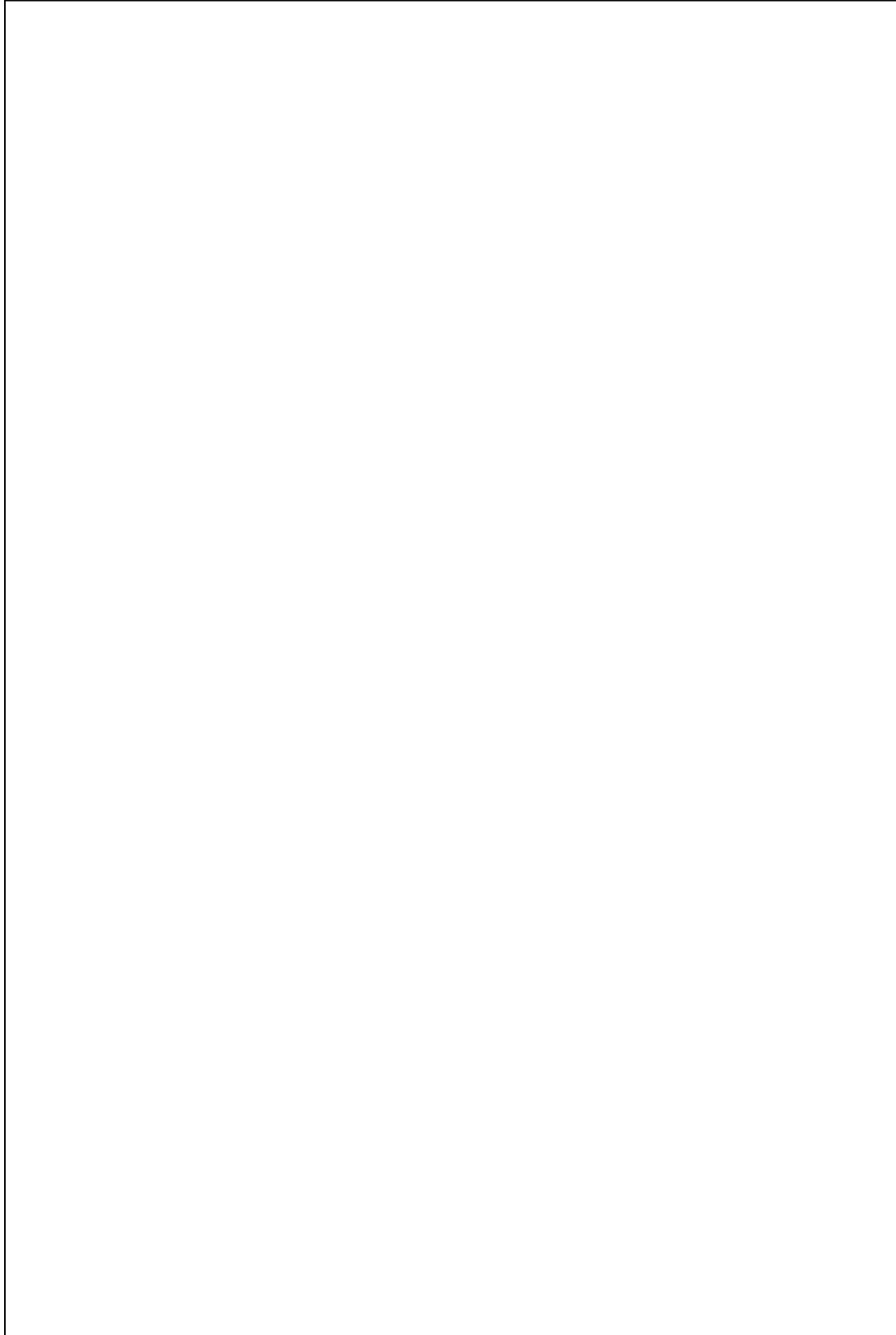
- A description of the contents of your workshop.
- Why you think it could help other employees.
- A title for the workshop.
- The technical resources you will need – OHP, CD player, Powerpoint, etc.

And why do this? Well, we will pay £60 for each workshop delivered. Also, this is your opportunity to become better-known in the company – you might find that the Managing Director is sitting in the front row!

You have decided to give a workshop at the Training Day.

Write an email to the Human Resources Manager. Explain your proposal. Cover all the points in the advert.

**You should write about 80 words in total. You will have approximately 40 minutes to complete the task. Use the box below but ask your tutor if you need more paper.**

A large, empty rectangular box with a thin black border, intended for the student to write their email proposal. The box occupies most of the lower half of the page.

## Sample Task B

**Outcome 2:** Write to produce legible, work-related text

**Task:** Complete the form below in preparation for an annual review.

You have been in your present job for almost a year. It is now time for your annual review with a member of the Human Resources staff. To prepare yourself for this, complete the form below.

### Section A

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Section B

Current post: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

How long have you been in this post: \_\_\_\_\_

Please indicate briefly, the three things you like best about this post:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Now tell us the things you like least:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

### **Section C**

What areas of your skills would you like to improve:

---

---

The company has a training programme which can help you to improve your skills. Please indicate the type of training you might be interested in:

---

---

What job in the company do you think you would like to do in the future?

---

What training or qualifications will you need in order to do this job?

---

---

Thank you.