

ESOL Skills for Life – Level 1

Marked learner work

Below are two examples of candidate responses to the ESOL Skills for Life Level 1 writing test followed by the marks and rationales from the marker.

All names and personal data have been changed or removed.

Candidate 1

Planning section

For this exam you must show you know how to plan your writing. Use this section to plan your answer to one or two of the tasks in this exam paper. Remember, you **must** plan at least one answer in this box.

Use this box to plan your answers.

TASK 2:

- describing of most popular trained in Poland
- ~~explaining~~ showing that everybody can exercise
- ~~performing~~ most important parts of health
- explaining how to undertake lifestyle
- about own experience a challenge

Level 1 – Writing

Task 1

You have a full-time job but would also like to do a short course. You want to apply for time off to attend the course and study at home. Complete the application form below.

Write about 150 words in total for the form.

APPLICATION FOR TIME OFF	
Name:	Aleksandra Wisniewski
Department:	RETAIL LOW CARE
Job title:	OPERATIVE
Please give a brief description of your current duties:	
I have started my full-time job two years ago. I had the plan, that after this time I will start study. This is a good moment to introduce my idea into my life.	
My work consists on packing the sandwich fillers into the boxes and later on the pallets. My responsibilities are setting dates on the pot/labels, box labels and sending them to the despatch. I explain and show new workers what and how they have to do also. The most important thing, according to above is doing filling documents, which are the kind of report from every day.	
NB The form continues overleaf	

Level 1 – Writing

Please outline your reasons for applying for time off:

As I wrote in the beginning, I plan to start study. After two years of work at factory, my financial situation lets me for that. I would like to attend management course. I think I will need two months off, because the course with exam goes on this time, and the class are four times a per week. Moreover, I have to prepare special projects according to my course at home.

Please explain how taking time off will help you and the company:

Taking time off help me to focus on study only. It is important for me to finish the course with the highest score and pull out the most of knowledge from it. In my opinion I have good qualities for manager's position. That will be huge benefit for our company. It will be appreciate a pleasure to join to company's management staff.

Level 1 – Writing

Task 2

Write an article for your teacher about attitudes to exercise and fitness in your country or in another country you know well. Describe what kind of things people do to keep fit, say whether all people see fitness as important or not and suggest ways of making it easier for people to improve their fitness.

Write about 250 words.

→ A few years ago fitness became very popular in my country. It happened because of Ewa Chodakowska. She was a personal trainer, who has started to record her training programmes and sell them on DVDs. The part of the programmes was added on Youtube as well. Everybody could try to do the training with Ewa. Today it would be very difficult to find somebody ^{in Poland} who doesn't know who is Ewa Chodakowska.

She shows that it doesn't matter how old you are, what your weight is, are you in shape or not, you can start to change your life right now. Everybody will find something suitable for his/her ~~physical~~ skills. After few years we can see how many Polish lost their weight and have started to live healthy. From Ewa Chodakowska I know that

Level 1 – Writing

For keeping fit the most important is nutrition. She used to say that it is 70% to reach the success and the rest - 30% is activity.

If we undertake a challenge we have to know that it is a very long and hard process. We didn't get the weigh during one night, so we can't lose the weigh so fast as well. We have to remember every single day why we have started - did we feel bad in our body? or did we have some illness symptoms because of our weigh? It helps us to do what we have started still.

My experience and experiences of hundreds thousands Polish says that it is worthy to exercise. Honestly, losing the weigh isn't ~~here~~ most important, here. First of all we get confidence, which lets us trying besides plenty of mistakes on the beginning. Secondly, we get skills, we ~~has~~ have learned how to do exercises and we do them with pleasure. Thirdly and most important we get the health.

Level 1 – Writing

Task 3

You recently bought a computer from an electrical shop but it doesn't work. You have phoned the shop manager several times but she has not answered. Write an email to the company's head office explaining the problem and telling them what you would like them to do.

Write about 150 words in your email.

To: help@mobilo.com
 Cc:
 Subject: Broken computer

~~Dear Manager, Company's Head Officer,~~
~~Dear electrical shop's manager,~~
 I bought the computer recently from your shop, but it doesn't work. I tried to contact ^{with shop manager} several times, but she ~~has not~~ answered. I feel really ignored at this moment, that is why I decided to write to the company's head office. You, as the electrical shop, do not sell fresh rolls, but very expensive equipment. It is difficult to believe how your staff treats customers, who leave their wages at your shop. It must finish and you should teach your employees right behaviour. According to above, I expect apologise first of all. I think the best way will

Level 1 – Writing

be, if the shop manager will call me personally.

Moreover, I would like to get a new working equipment with free delivery and the workers will do any necessary ^{initiate} installation in my computer to turn it on first time and prove me that it is ~~works~~ works before he leave.

Whereas, if you will not do my expectations, I am going to write bad press about your shop and tweeting it customers on Internet.

Yours sincerely

A. Wisniewski

Task 4

You arranged to meet your friend but now you cannot meet him / her at that time. Write an email to your friend, explaining the problem and suggesting a new place to meet.

Write about 80 words in your email.

To: friend@email.net
Subject: Today
Hi, Michelle, I've just missed my bus. The next one is in one hour. It will be better if we'll meet in half way in Blue Dragon Restaurant. So try to get there and wait for me. In that way will be faster to meet. Do you agree? Answer me.

Candidate 1 marks and rationale

Assessment criteria	Mark	Rationale	
Whole paper – plan text			
1.1	Plan text for a specific purpose	2	There is some evidence of a plan relating to one task.
Task 1 – form			
2.1	Produce content appropriate to purpose	3	Mostly relevant and appropriate content has been produced which fulfils the requirements of the task. However, the first paragraph does not describe current duties and it could have been expanded to include how the course would benefit the company.
2.4	Use grammar correctly	3	The candidate uses mostly accurately grammar in the text. However, some errors are present, ' <i>I have started 2 years ago</i> ', ' <i>taking time off help me for that</i> '.
2.5	Use punctuation correctly	4	Comprehensive control of punctuation throughout the task. Uses apostrophes of possession, eg ' <i>manager's position</i> ' successfully.
2.6	Spell words accurately	4	Complete accuracy in spelling except for ' <i>filling</i> ' and ' <i>management</i> '.
3.1	Complete a form with open and closed responses correctly	4	Almost all parts of the form are completed accurately.
Task 2 – report or article			
2.1	Produce content appropriate to purpose	3	The candidate writes about how people keep fit and whether fitness is important or not but does not cover in detail ways to improve fitness.
2.2	Use appropriate language for a given task	3	Uses the appropriate register and some lexis relating to fitness, eg ' <i>training programmes</i> ' and ' <i>personal trainer</i> ', in a fairly consistent manner.
2.3	Structure text in a logical sequence for purpose	3	Uses paragraphs to structure text and sequencing discourse markers eg ' <i>first of all</i> ', ' <i>secondly</i> '. However, sequencing does not always follow a logical order.
2.4	Use grammar correctly	3	Overall mostly accurate with several features of the level being present, eg ' <i>if we undertake a challenge...</i> '. Some errors in word order eg ' <i>who is Ewa...</i> ' and verb forms, ' <i>which let's us trying</i> '.
2.5	Use punctuation correctly	3	Punctuation is fairly consistent and adds clarity and meaning. However, some commas are missing.
2.6	Spell words accurately	3	Mostly accurate but there is the repeated error in using ' <i>weigh</i> ' instead of weight, plus ' <i>worthly</i> ' and ' <i>healthy</i> '. However, such mistakes do not impede communication.

Assessment criteria	Mark	Rationale	
Task 3 – formal letter or email			
2.1	Produce content appropriate to purpose	2	Register is inconsistent as it is rather informal at the beginning of the letter. The candidate does not fully address the task as there is no explanation of what the problem with the computer is, and the inclusion of <i>'bad press'</i> is inappropriate?
2.2	Use appropriate language for a given task	2	Uses some appropriate lexis eg <i>'free delivery', 'installation'</i> but overall the lexis and register are inappropriate for the genre. The tone is too threatening for a formal letter of complaint.
2.3	Structure text in a logical sequence for purpose	4	A wide range of features can be identified: use of paragraphs, the opening signals the purpose, sequential points are chronological, use of markers, etc.
2.4	Use grammar correctly	3	Several examples of language of the level eg <i>'You, as an electrical shop...'</i> but there are errors in article usage eg. <i>'On internet'</i> and other inaccuracies such as <i>'I expect apologise first of all'</i> or wrong use of <i>'whereas'</i> .
2.5	Use punctuation correctly	4	There is a comprehensive control of punctuation throughout the text. Uses commas to separate additional information eg <i>'you, as the electrical shop,...'</i>
2.6	Spell words accurately	4	Spelling accurate throughout the task.
Task 4 – text message			
2.1	Produce content appropriate to purpose	4	All the points of the task are addressed efficiently, effectively, consistently and conclusively providing an appropriate level of detail.
2.2	Use appropriate language for a given task	3	The genre and register are not entirely appropriate for the task. More formal vocabulary is included such as <i>'medical appointment'</i> and <i>'sincerely sorry'</i> .

Candidate 1 achieves a total score of 62 out of 80 and passes the Writing exam.

Candidate 2

Level 1 – Writing

Planning section

For this exam you must show you know how to plan your writing. Use this section to plan your answer to one or two of the tasks in this exam paper. Remember, you **must** plan at least one answer in this box.

Use this box to plan your answers.

Plan : Fitness and Sport

- 1) the country ^{that} I am going to talk about
- 2) Why I choose it
- 3) how is their life style
- 4) what sports they frequent more
- 5) invite people to do more sports

Level 1 – Writing

Task 1

You have a full-time job but would also like to do a short course. You want to apply for time off to attend the course and study at home. Complete the application form below.

Write about 150 words in total for the form.

APPLICATION FOR TIME OFF	
Name:	Sara Avdiu
Department:	Plantation
Job title:	Manager
Please give a brief description of your current duties:	
My duties in the environment are: I transport plants from the baby planter to the places where they have to be planted. I also manage the work of the other employees. My job mostly consists in studding the area where the plants are going to be planted. In the addition of that I use to chek on the plants and make sure that they are growing well, and if there are dead plants I would need to replace them.	
NB The form continues overleaf	

Level 1 – Writing

Please outline your reasons for applying for time off:

As I have been working for more than 5 years in this environment, I think ~~now~~^{now} I have earned a quite good ^{working} experience in this job. So I would like to go further with it and improve my career by following a course, which consists in two days (Monday and Thursday). To do that I would have to ask for two days off.

Please explain how taking time off will help you and the company:

Recently the company is expanding the working area, so to ~~be~~ keep ^{the work} & gain well it is convenient to have ^{well} ~~very~~ educated workers. As I know the job from the practice ~~it makes~~ ~~me to be~~ and I have shown very good interest on what I have been doing and with the addition of the course, that would make me a very good candidate for working in the office.

Level 1 – Writing

Task 2

Write an article for your teacher about attitudes to exercise and fitness in your country or in another country you know well. Describe what kind of things people do to keep fit, say whether all people see fitness as important or not and suggest ways of making it easier for people to improve their fitness.

Write about 250 words.

Fitness and Sports in Italy

I have been living for about 6 years in Florence - Italy and I have been impressed by their life style, therefore that is the reason why I choose to talk about. Instead of talking about fitness ~~in~~ on my country of origine, which by the way is Albania.

If you see people in Italy most of them look healthy and fit, that I don't think is just from genes, obviously. People in Italy are very organised with their life-style, they pay attention to what they eat. ^{mostly} To be fit and have a good body structure you need to do lots of exercise, but to obtain it you ~~must~~ have a controlled diet, which consists in nutritive ^{and} ~~and~~ healthy ingredients.

Level 1 – Writing

People in Italy frequent gym regularly, most of my friend use to go there at least three or four time per week. I most of the time used to go swimming, it is one of my favorite sports and one of which I enjoy more. There are many ways you can do sports depending on your preferences. The most preferred sport for male is football, they do football matches in the evenings and weekends.

What has impressed me more, is the ~~old~~ ^{many} elderly people going to dance courses. I had a friend and she was going every week in dance clubs. I think it is a very good way to get exercise, because by that you keep fit and also you entertain yourself.

There is so much more to be told about sport and fitness in Italy, but that is what it came in mind right now. People in everywhere should do sports and exercise. Therefore sports shouldn't be tiring or unpleasant, but you must enjoy them. Start doing sport with just walking in the nature first and then you will keep going with harder sports.

Level 1 – Writing

Task 3

You recently bought a computer from an electrical shop but it doesn't work. You have phoned the shop manager several times but she has not answered. Write an email to the company's head office explaining the problem and telling them what you would like them to do.

Write about 150 words in your email.

The image shows a screenshot of an email client window. The window title is "Email". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Message", and "Help". The toolbar contains icons for "Send", "Undo", "Check Spelling", "Attach", "Print", "Sign", "Encrypt", and "Offline". The email header fields are: "To: help@mobilo.com", "Cc:", and "Subject: Broken computer". The main body of the email is handwritten on lined paper. The text reads: "Dear Madam, Sis", "I am writing this email as recently I have bought a computer from one of your shops. The problem is that the computer does not work and I have been trying to phone the ^{shop} manager many times, but I have never have one answer from them.", "This is not the first time I buy electricals from your company, and I always have been satisfied with the products I have bought, except in this case.", and "I do not think this is the right way".

Level 1 – Writing

Your workers should treat the customers, at least they own an answer to the phone.

Therefore I would ask ~~immediately~~ for a refund of the computer as since I bought it it did not work properly. I have the receipt and the guaranty for it. As it is your responsibility to answer for the malfunction of the products you sell.

~~I wait for an an~~

I hope I soon will have an answer from you.

Yours sincerely

Sara Andu

Level 1 – Writing

Task 4

You arranged to meet your friend but now you cannot meet him / her at that time. Write an email to your friend, explaining the problem and suggesting a new place to meet.

Write about 80 words in your email.

To: friend@email.net
Subject: Today
To Tammy
Hey this is Sara do you remember when we arranged to go to walton park I can't come sorry I have to go to Kingston to go shop with my mum But I might be free this Saturday. Do you want to meet up at the park from 1pm until 4pm.
Send me an email if you can.
From: Sara

Candidate 2 marks and rationale

Assessment criteria	Mark	Rationale	
Whole paper – plan text			
1.1	Plan text for a specific purpose	2	Some evidence of a plan relating to one task, but lacks in detail.
Task 1 – form			
2.1	Produce content appropriate to purpose	2	Meets the criterion minimally but the candidate does not state the name of course that the candidate is interested in, and how it would help is unclear.
2.4	Use grammar correctly	2	One or two examples of meeting the criterion eg, ' <i>As I have been working...</i> ' and accuracy in simple sentences. However, there are some inconsistencies throughout such as ' <i>in the addition of that</i> ', starting sentences with 'so', etc.
2.5	Use punctuation correctly	3	Overall consistent use of punctuation. Use of a colon to introduce a list of duties as well as effective use of brackets.
2.6	Spell words accurately	2	Some words are spelt correctly eg ' <i>practice</i> ', ' <i>convenient</i> ', but there are errors in spelling throughout the response eg ' <i>environment</i> ', ' <i>chek</i> ', ' <i>improove</i> ' and ' <i>carreer</i> '.
3.1	Complete a form with open and closed responses correctly	3	All parts of the form are completed accurately. The communicative aim is met.
Task 2 – report or article			
2.1	Produce content appropriate to purpose	3	The candidate writes about how people keep fit and whether fitness is important, but does not cover in detail ways of making it easier to improve fitness
2.2	Use appropriate language for a given task	3	Language is aimed at the target audience, but comes across as 'conversational', perhaps too informal with the use of 'I' too frequent
2.3	Structure text in a logical sequence for purpose	3	The text is structured into paragraphs which are fairly consistent. However, there is a limited use of discourse markers.
2.4	Use grammar correctly	2	There is some evidence of language of the level eg 'to be fit' and ' <i>have a good body structure...</i> ' but some basic errors in word order are made eg, ' <i>that I don't think, I most of the time</i> '.
2.5	Use punctuation correctly	3	Fairly consistent punctuation on the whole. However, the use of commas is quite limited or incorrect at times.
2.6	Spell words accurately	1	Numerous spelling errors throughout the article eg ' <i>lifestile</i> ', ' <i>controlled</i> ', ' <i>heathy</i> ', ' <i>tireing</i> ' etc. This renders the attempt to meet this assessment criterion as unsuccessful.

Assessment criteria	Mark	Rationale	
Task 3 – formal letter or email			
2.1	Produce content appropriate to purpose	3	The email partially fulfils the requirements of the task in terms of length and level of detail required as the candidate does not explain what the problem with the computer is.
2.2	Use appropriate language for a given task	3	Meets the appropriate register of formality and has several examples of lexis eg ' <i>malfunction</i> ', ' <i>refund</i> ', ' <i>product</i> ', but this attempt to use appropriate language is not always consistent.
2.3	Structure text in a logical sequence for purpose	3	On the whole, the email is structured into paragraphs although the second and the third paragraph could be combined together.
2.4	Use grammar correctly	2	There is some accuracy in simple sentences eg ' <i>I have the guaranty....</i> ' but attempts at writing complex sentences are inconsistent eg ' <i>but I have never have....and this is not the first time I buy</i> '. There is not enough L1 range demonstrated in this email.
2.5	Use punctuation correctly	3	Well controlled use of commas throughout the task apart from after ' <i>therefore</i> '. However, punctuation is only limited to commas and full stops.
2.6	Spell words accurately	2	Most words are spelt correctly but there are several spelling errors in common words eg ' <i>costumers</i> ', ' <i>exept</i> ', ' <i>reipt</i> ' ' <i>guaranty</i> '.
Task 4 – text message			
2.1	Produce content appropriate to purpose	4	Content is appropriate for the task including the right level of detail and accuracy.
2.2	Use appropriate language for a given task	3	The register and style are appropriate but the opening and closing of the email are not. The inconsistent use of punctuation impedes the explicitness of the message required at this level and puts a strain on the reader.

Candidate 2 achieves a total score of 52 out of 80 and fails the Writing exam.