

ESOL Skills for Life – Level 2

Marked learner work

Below is an example of a candidate response to the ESOL Skills for Life Level 2 writing test followed by the marks and rationales from the marker.

All names and personal data have been changed or removed.

Candidate 1

Level 2 – 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.

Task 1

Part 1

1. My opinion - very happy
2. most useful - programming to develop of system.
3. shortcuts in the system
4. Benefits of the course - rise profit

Part 2

1. ~~A~~ Travel disaster
2. many trains canceled
3. Spend 50 £ for ticket
4. Ticket machine was broken
5. Spend 5 £ per hour for internet
6. return - trains delayed three hours

Level 2 – Writing

Task 1

Your company sent you on a course in another city. You need to claim back money from your company for expenses and additional costs on your trip. Complete the form below. Use the notes below to write your answer.

Write about 200 words in total for the form.

Notes about the training course in Newtown in March:

Newtown Computer Courses for office staff - really good course!

Training in programming to develop office systems - I learnt a lot - very useful.

Expenses disaster!

- Huge delays to train. Had to get off in Birmingham and buy coach ticket instead (£50).
- Internet £5/hour.
- Extra charge for early breakfast.
- Train delayed **AGAIN** on return - had to buy dinner (£10).

Expenses form for courses	
Please give full details about the expense claim	
Name (in full):	OKSANA SMIRNOVA
Department:	TRANSPORT
Course attended:	IT Course Level 1
Please explain the benefits of the course for yourself and for the company	
<p>I am very pleased that I had the opportunity to attend the IT course, which our company organized for us in Newtown in March.</p> <p>The course was very wide prospect, explaining really a lot useful information for regarding our job. The most useful was the Training in programming to develop office systems. We often have some</p>	
NB The form continues overleaf	

Level 2 – Writing

problems with our ^{software} computers, and we have to call our ~~IT~~ ^{IT} technician, ^{cal support} which takes time and delay in our work. Another reliable information was about many easy accessible shortcuts in our system, which will make our work more productive and fast. This course going to rise our company ~~pro~~ profit, because we going to be able to use the shortcuts and to resolve some issues with the computers without calling ~~the~~ ^{the} IT service, which ~~often~~ is very busy. I would like to thank ^{the company} for giving us that chance to attend that course.

Please give a full explanation of your expenses

Apant from the course being very good and helpful the travel to it was a big disaster.

I could not get on the train on time as many of trains were canceled due to some accident. I had to get off in Birmingham and buy coach ticket instead, which cost fifty ~~£~~ pounds. ^{There was no} ~~It was~~ ~~any~~ other chance to get to Newtown. Also the ticket machines were broken and I had to use internet to buy a tickets, and I have used nearly all my credit as ^{internet} ~~the~~ provider charges five pounds per hour.

In addition I had to pay extra for early breakfast as only one cafe ~~there~~ was opened. ^{Further down on the way back} ~~all~~ ^{my} all trains were delayed for three hours and I had to wait ~~there~~ there in the train station. I had to buy myself a dinner for a ten pounds. I have kept all the receipts for any spendings I have made.

Signature: 

Date: 18.07.2017

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Task 2

Write a review for a website about a programme you enjoyed on TV, online or on the radio.

Write about 250 words.

Dance forever

I would like to describe very interesting programme "Dance Forever". It shown every Saturday in the evening. It is a reality show. All candidates are regular people from the street, who likes dance, different age and different nationality. There are three judges, who decide if the candidate goes to ^{the} next stage. Then the team of the strongest ~~new~~ persons plays ~~for~~ for the first place.

The winner gets the prize of one million pounds.

This programme is a very popular, many people likes it, and the time, when it shown is for every one.

I like this programme, because it is real life and it is not a scenario. ~~People~~ ^{Dancers} react to the decision very sensitive, some of them even ~~of~~ ~~leave~~ leave the ~~programme~~ with tears. ~~There~~ In the game you can hear a lot of jokes and judges are very funny. You can see there very small children dancing like a professionals.

This programme makes me think positive and

Turn over page

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makes my mood up.

I found out many new dancing styles.

~~Even~~ There was even one old lady, which dance amazing, when you will see her you will never believe she is seventy years old. She have a stretched body and smiling face.

There were a group dancers making show with lights and ~~in~~ that was unuseall. First time I saw something like that.

Another very glamour couple took a part in the programme. Husband and wife, both gymnastic dancers, showed number with ^{large} rings in the air. It looks very dangerous but exiting.

Much more you can see in that ~~show~~ ^{TV} programme game.

I suggest every one to watch ^{it} at least one time ~~on~~ on Saturday and you will love it.

Level 2 – Writing

Task 3

You want a meeting with your manager to discuss the unprofessional attitude of one of your colleagues. Write an email to your manager, requesting a meeting, outlining your concerns and informing him/her of your availability.

Write about 200 words.

Dear mister Smith, I would like to bring to your concern some unprofessional attitude of one of the colleagues. I would like to meet with you and discuss the situation that happened last ~~is~~ Friday.

Last Friday I came to work on time, started my preparation as usual. Jane came to work later and was rushing to start, she was very aggressive and stressed. I asked politely, if she ~~is~~ was okay, but she started to shout on me. Everyone around were watching us. I tried to calm down ~~the~~ Jane, but she was ignoring me. Later she started being rude and call ~~be~~ ^{me} bad words.

It is not the first time when she approached to the people like that. Many colleagues had conflicts with her, but they did not want to complain.

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I would be very thankful if you would find at least one hour to discuss with me Jane's unprofessional attitude.

All colleagues are tired of her behavior and would like her to be moved to other department or to different shift. The team leader have made already two warnings to Jane, but she ~~is not~~ continues to be rude.

I have collected the list with signatures, who would like Jane to be move somewhere.

If it convinience to you, we can meet on Friday morning as I have a day off and ~~don~~ do not plan anything.

Could you please let me know if ~~you~~ ~~can~~ ~~that~~ time is good for you, or we may rearrange it to other day.

Yours sincerely
Olusana Smurwan

Level 2 – Writing

Task 4

You would like your friend to help you redecorate your living room. Write an email to your friend, explaining the situation and asking him or her to help you.

Write about 100 words.

To: friend@email.com

Subject: Decorating

Dear Lara

I hope all is well with you, especially since Christmas holidays are coming soon. I really feel that the change of seasons should be an opportunity to remove all the clutter from one's life and make a clean start. As you know, I have lived in my house for a long time and I have accumulated lots of things I hardly use. I would really appreciate a helping hand, so if you would be available to help please let me know. I would also like your advice on living room furniture as I really admire your house.

Looking forward to your reply

Jelena

Candidate 1 marks and rationale

Assessment criteria	Mark	Rationale	
Whole paper – plan text			
1.1	Plan text for a specific purpose	4	Overall, the planning process is relevant for the task at hand and appropriate. The candidate organised the plan in two parts including all relevant subsections and important detail.
Task 1 – form			
2.1	Produce content which meets the purpose effectively	4	Both parts of the form are detailed and consistent with relevant key information. The candidate is effective in getting the message across with appropriate content.
2.2	Use language effectively	3	Register is appropriate for the task at hand and intended audience. Despite the slip in the formal register with the phrase 'a big disaster', it is felt that the formality remains consistent in both parts of the report and it demonstrates more than several appropriate features. Limited range of vocabulary for the level and task.
2.4	Use grammar correctly	3	Limited range of sentence structures, article usage inaccuracies, limited usage of modal verbs, some inaccuracies in basic verb forms, ie 'we going to be able', 'this course going to', and inaccuracies in some plurals. However, such inaccuracies occur in more complex sentences and the communicative aspects of the task are fulfilled.
2.5	Use punctuation correctly	3	Punctuation overall is appropriate but not consistent. Commas after connectives (ie furthermore, in addition) are missing. Intended punctuation is not clear at points, making reading a bit more challenging.
2.6	Spell words accurately	2	Overall most of the spelling of the high frequency words is accurate. The few instances of specialised vocabulary (eg, <i>softwear</i> , <i>sistems</i>) are spelt incorrectly. Errors in suffixes occur (eg, <i>relibe</i> , <i>accessable</i> , <i>canceled</i>).
3.1	Complete a form with complex features correctly	4	The entire form is completed and the communicative aims are fully achieved.

Assessment criteria	Mark	Rationale	
Task 2 – review or article			
2.1	Produce content which meets the purpose effectively	2	Even though the first and last paragraphs minimally fulfil the requirements of the task in providing a review of the programme, the remainder of the candidate's text is inconsistent. It becomes a personal account of the programme offering some examples and descriptions of individual participants.
2.2	Use language effectively	2	The register and genre are initially rather appropriate for this task but as the review progresses the tone becomes more personal and inconsistent. There are no examples of idiomatic expressions and emotive language throughout the candidate's response.
2.3	Structure text coherently for purpose	1	There is some evidence of organising the text in paragraphs. However, this attempt is rather unsuccessful as there are five one sentence paragraphs, which do not allow for the points mentioned to be developed satisfactorily or appropriately. There is also no structure within the paragraph level and the lack of cohesive devices impedes the flow of the text.
2.4	Use grammar correctly	1	There is an attempt to meet the criterion by using an 'if' clause, relative clauses and passive voice, but this is not successful. Basic grammar mistakes are quite common (eg, subject verb agreement, articles, adverbs).
2.5	Use punctuation correctly	2	There is one example of appropriate use of commas in a complex structure (eg '..., husband and wife, both gymnastic dancers,....'), but comma usage is highly inconsistent and erroneous at times. Overall, this does not impede the communicative aspect of the task.
2.6	Spell words accurately	2	Overall most of the words are spelt correctly. However, some high frequency vocabulary is spelt inaccurately (eg 'describe', 'amazing', 'wach', 'sterch', 'exiting', 'unusuall', 'proffetionals').

Assessment criteria	Mark	Rationale	
Task 3 – formal letter or email			
2.1	Produce content which meets the purpose effectively	4	All the points of the task are addressed consistently and conclusively providing an appropriate level of detail.
2.2	Use language effectively	3	Overall, register is appropriate for the task, despite the rather formal introduction and closure. Chooses the appropriate vocabulary, sentence length and structure to convey message and emotions.
2.3	Structure text coherently for purpose	3	Overall, the email is well-structured in a fairly consistent manner. Text is organised into coherent paragraphs on the first page but less successfully on the second page. Lack of discourse markers impede the sequencing of the text on the second page.
2.4	Use grammar correctly	2	There is an attempt to include a big enough range of grammatical structures, but basic errors are prevalent throughout the text. For example, <i>'to shout on me'</i> , <i>'everyone... were watching'</i> and <i>'call me bad words'</i> , <i>'rearrange it to other day'</i> .
2.5	Use punctuation correctly	2	There are some occurrences of appropriate use of punctuation, but comma usage is inconsistent and inappropriate at times impeding the flow of the text. Incorrect use of capital for proper nouns. Overall, this does not impede the communicative aspect of the task.
2.6	Spell words accurately	3	Overall most of the words are spelt correctly even some more challenging ones like <i>unprofessional</i> , <i>colleagues</i> , <i>shift</i> , <i>sincerely</i> , <i>rearrange</i> . However, there are some noticeable spelling errors such as <i>'usuall'</i> , <i>'trided'</i> and <i>'aprouched'</i> .
Task 4 – informal email or message			
2.1	Produce content which meets the purpose effectively	4	All the points of the task are addressed efficiently, effectively, consistently and conclusively, providing an appropriate level of detail.
2.2	Use language effectively	3	Register is a bit inconsistent. The tone of the email in the middle is slightly formal eg <i>'opportunity to remove'</i> , <i>'accumulated'</i> etc.

Candidate 1 achieves a total score of 57 out of 84 and passes the Writing exam.