

Portfolio tasks for ISE 0, I, II, III & IV

January-December 2012

1. These are the only acceptable tasks for candidates taking the ISE examination during **January-December 2012**. Your portfolio tasks **must** come from this list.
 2. Your portfolio must contain a total of **three** tasks. You must present one task from each section:
 - One from **Section 1** – Correspondence
 - One from **Section 2** – Factual writing
 - One from **Section 3** – Creative and descriptive writing (ISE 0-III) or Critical and analytical writing (ISE IV)
 3. Please select your tasks from the appropriate ISE level you are taking. You **must not** mix levels.
 4. Please write the task question number on each piece of work.
 5. At the end of each task, write the number of words you have used to complete the task. You **must not** exceed the stated maximum word length range.
 6. Please present your completed portfolio in the colour-coded file (as provided by Trinity) along with the Portfolio cover sheet and Student portfolio feedback forms.
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ISE 0 – PORTFOLIO TASKS 2012

SECTION 1

ISE 0 – Correspondence (word length range: 40-60 words)

1. You received a letter from your Irish friend asking about the most popular types of food in your country. Write a letter to your friend describing your favourite food, how often you eat it and ask her what she likes to eat.
2. Last year you started a new hobby. Write a letter to an Australian penfriend, saying how often you do your hobby and what you like about it. Say how it's different from your old hobby.
3. You recently lost your bag at the sports centre. Write a note to put on the sports centre notice-board saying when you lost your bag, where you left it and what it contains.
4. You want to go away for two weeks. Write a memo to your manager saying when you are leaving, when you are going to return to work and who is going to do your work.
5. A friend from a very hot country is coming to visit you this winter. Write an email describing what the winter in your country is usually like and what it was like last winter. Tell your friend what clothes to bring.

Remember – you must choose your ISE 0 correspondence task from the above list.

SECTION 2

ISE 0 – Factual writing (word length range: 80-100 words)

1. A friend is staying at your house and wants to use your computer when you are out. Write some simple instructions telling him where the computer is, how to start the computer and saying where to find the computer games.
2. You are going on holiday and your neighbour is going to feed your pet. Write some instructions for your neighbour about what food to give your pet, how often to feed it and when you are going to return.
3. Write a recipe for a cookery magazine about how to make a special dish for friends. Say what ingredients you need, how to prepare the food and how long it takes to make.
4. An English family is going to stay in your house. You cannot be there when they arrive. Write some simple instructions for them on where to find the key, how to find the nearest supermarket and when you are going to return.
5. You have an English visitor staying with you. You are going to meet at your school or place of work. Write some directions telling him how to get there from your house. Say how far it is and what time to arrive.

Remember – you must choose your ISE 0 factual writing task from the above list.

SECTION 3

ISE 0 – Creative and descriptive writing (word length range: 80-100 words)

1. Write a description for a student website of two places where you studied. Say what the similarities and the differences are between them.
2. Imagine you are living in your dream home. Write a short description of the house and its location for a lifestyle magazine, and say what you can see and hear from the living room window.
3. Write a diary entry for your perfect weekend. Say where you were, what you did and who was with you.
4. Write a story, true or imaginary, for a writing competition ending with the words 'I'm going to remember that day for the rest of my life'.
5. You love shopping. Write a description for a teenage magazine comparing your two favourite shops. Say how often you go shopping and what you buy.

Remember – you must choose your ISE 0 creative and descriptive writing task from the above list.

ISE I – PORTFOLIO TASKS 2012

SECTION 1

ISE I – Correspondence (word length range: 70-80 words)

1. You are organising a music festival. Write a letter to a popular band inviting them to play at the festival. Give the location of the festival, saying how long it will last and why the band will be very popular.
2. Last week you went on a business trip and the airline lost your suitcase. Write a letter to the airline saying what happened, where you were travelling to and what was in your suitcase.
3. Last month you decided to go running every day before breakfast and after school or work in the evening. Write a letter to a friend who never takes any exercise, telling him why you think this is important, describing the positive results it has had and encouraging him to join you.
4. You are going on a trip to London next weekend with your Australian friend. Write an email, telling her what souvenirs you have to buy for your family and what you might get if you have enough money. Ask her what she might buy.
5. Your friend wants to know the best way to learn English. Write an email to her, saying how long you have studied English, what you find most difficult and what she must do to succeed.

Remember – you must choose your ISE I correspondence task from the above list.

SECTION 2

ISE I – Factual writing (word length range: 110-130 words)

1. Write an article for a transport magazine with the title, 'The changing car'. Say how cars have changed and how they will be different in the future. Say which present-day car you prefer and why.
2. Write a report for a fashion magazine describing this season's new styles for men and women. Say if you think they are suitable for everyday life and which ones you will buy if you can.
3. Write a report entitled 'The best way to travel' for a travel magazine, in which you compare travelling by plane and by train. Give your own opinions and also include the views of other people.
4. There is a very old cinema in your area. Write an article for the local newspaper, giving your impressions of the cinema, saying how long it's been open and why it isn't popular.
5. A new club opened recently in your area, offering several different kinds of music and a restaurant. Write a review for a local entertainment magazine, describing an evening there and giving your impressions of the club. Say what the manager might do to improve it.

Remember – you must choose your ISE I factual writing task from the above list.

SECTION 3

ISE I – Creative and descriptive writing (word length range: 110-130 words)

1. Write a story for a writing competition beginning with the words, 'When I woke up, I was on a beach'. Say where you were, what you did next and how long you spent there.
2. Write your diary for a day when you discovered some surprising information about your family. Explain what you found out and why you were surprised.
3. Write a description for a bridal magazine of an unusual wedding. Describe the bride and groom and what they were wearing. Explain why the wedding was so different.
4. Write a short story for a school magazine beginning with the words 'The notice on the door said "PLEASE KEEP OUT" but of course we took no notice'.
5. You have just been to a theme park. Write a diary entry of the day, describing what you did, what you saw and your favourite part of the day.

Remember – you must choose your ISE I creative and descriptive writing task from the above list.

ISE II – PORTFOLIO TASKS 2012

SECTION 1

ISE II – Correspondence (word length range: 120-150 words)

1. Many people say they are worried by the environmental problems caused by global warming but few are willing to change their lifestyles. Write an email to an online environment forum, expressing your concerns on the subject, persuading people of the seriousness of the problem and speculating about the consequences if we don't take action.
2. Your colleague is applying for a position of responsibility in an American company and you have been asked to provide a personal reference. Write a letter to the director of the company saying how long you have known him and reporting what other colleagues have said about him and explaining why your friend would be suitable for the job.
3. There has been a steady increase in traffic over the years in your area or town so that at certain times of the day traffic is at a standstill. Last week you spent three hours in a traffic jam. Write a letter to the editor of a local newspaper speculating about the causes of the problem and suggesting possible solutions.
4. Your town council is planning to develop a large piece of land on the outskirts of your town and local people have been invited to submit ideas. Write a letter to the council with your suggestions, pointing out the advantages and saying how they could benefit the whole community.
5. After one week in a new office job, your friend is unhappy with the place and the people. Write an email to her saying how you felt when you started your current job, giving advice about what you would do in her situation and suggesting ways in which she could improve the atmosphere at work.

Remember – you must choose your ISE II correspondence task from the above list.

SECTION 2

ISE II – Factual writing (word length range: 170-200 words)

1. *'Do you think it is better to be born rich, beautiful or intelligent?'* Write an article for a sociology magazine saying if you could have just one of these qualities which one you would choose and why. For you, say which one is the least important and give reasons.
2. It has been suggested that your department should go on a team building weekend in order to strengthen working relationships. Write a report, stating how the weekend should be organised, the advantages of such a weekend and what factors will affect its success.
3. You are concerned about recent changes in the education system; you think they are having a negative effect. Write a report to the Ministry of Education outlining the changes that have been made, saying what effect these changes are having and suggesting measures that should be taken to improve the situation.

4. If you could live in another city, which city would you choose and why? Write an article for a lifestyle magazine, saying what the attractions of living there would be and if there would be any disadvantages and speculating how your life would be different.
5. Write a review for an educational website of a documentary which you think is very good. Explain what the documentary is about, what people could learn from it and why you would recommend it.

Remember – you must choose your ISE II factual writing task from the above list.

SECTION 3

ISE II – Creative and descriptive writing (word length range: 170–200 words)

1. Write a story for a writing competition beginning with the words, *'I had only lived there a few weeks when I started noticing strange things happening'*.
2. Imagine you were born at another time in history. Write a short story for a writing competition, speculating on how your life would have been different.
3. You have just started teaching in another town. You are finding it very difficult to control the pupils and are thinking of leaving. Write a diary entry describing what happened and expressing how you feel and ideas for overcoming the situation.
4. Imagine you are a journalist and you have just interviewed a well-known public figure from the past. Write a description for a history magazine saying how you felt, what he or she told you and whether your opinion of this person has changed and why.
5. You just got home and you can't find your mobile phone. You ring the number and someone answers. Write a diary entry about what happened next.

Remember – you must choose your ISE II creative and descriptive writing task from the above list.

ISE III – PORTFOLIO TASKS 2012

SECTION 1

ISE III – Correspondence (word length range: 180-210 words)

1. You booked an expensive foreign holiday with a reputable travel company last month but it has now ceased trading. Write a formal letter to your travel insurance company, asserting your rights and implying that you will take the matter to court if you are not given prompt assurances that your money will be refunded including compensation.
2. Write a letter to a TV company expressing your dissatisfaction with the quality of programmes shown, giving examples. Outline your ideas for raising the standard of programmes shown and express your hopes that the TV Company will make improvements.
3. One of your friends is considering leaving his highly paid job, as he is under a great deal of stress. You are worried that he may make the wrong decision. Write an email to him sympathising with his situation and pointing out his various options and their potential outcome.
4. An ongoing debate on an online arts forum you regularly read is concerned with the prevalence of graffiti in our cities and the question of whether examples of the form should be regarded as works of art or vandalism. Write an email to the forum expressing your views and challenging the opposite view point. Support your argument with relevant examples.
5. A newspaper article claims that young people nowadays have too much freedom but do not accept that they also have responsibilities. Write a letter to the newspaper, summarising the situation in your country, either strongly agreeing or disagreeing with the points of view expressed and supporting your argument with relevant examples.

Remember – you must choose your ISE III correspondence task from the above list.

SECTION 2

ISE III – Factual writing (word length range 220-250 words)

1. If we all took more responsibility for our own health we would rarely need a doctor. Write an article for a health journal suggesting that there needs to be greater focus on health education and the prevention of illness, evaluating the consequences if no action is taken.
2. It is predicted that in the future, there is not going to be enough food and water for everyone in the world, so we should start consuming less now. Write a report for an environment magazine, saying how far you agree with this statement. Give examples of what others have said about the situation and to what extent this is achievable.
3. Write a review of a magazine about celebrities, for an online forum on social issues, describing how it portrays the celebrities it features and saying why such magazines are so popular. Outline the possible negative effects this magazine might have had on readers.

4. Write an article for a business magazine with the title 'Preparing young people for the job market'. Comment on whether you think the current school curriculum in your country prepares young people well for the world of work and consider how this process could be improved.
5. You recently acted as a representative of your company at an international conference on 'Equal opportunities in the workplace'. Write a report for your manager about the conference. Summarise the main points raised at the conference, evaluate the conclusions which were drawn and add your personal opinion.

Remember – you must choose your ISE III factual writing task from the above list.

SECTION 3

ISE III – Creative and descriptive writing (word length range: 220-250 words)

1. Following a disappointing performance in an international competition, write a series of diary entries by a famous sportsperson. Describe his initial reactions and his aspirations for the future.
2. Imagine you are an explorer who one day discovers an unknown island. Write a diary entry describing the island, saying how you made your discovery and expressing your reservations about its suitability as a place to live.
3. Write a story for a writing competition beginning with the words, *'All my life I had been absolutely certain about what I wanted to study at university until...'*
4. Write a story for a writing competition about a wealthy businessman who lost his fortune and had to live on a reduced income. Include his reflections on his previous luxurious lifestyle and his regrets or otherwise about the situation.
5. Write an outline of a science fiction movie for a film studio about an innovative experiment with a dramatic ending. Include detailed descriptions of the characters and setting.

Remember – you must choose your ISE III creative and descriptive writing task from the above list.

ISE IV – PORTFOLIO TASKS 2012

SECTION 1

ISE IV – Correspondence (word length range: 300-350 words)

1. **'How many things can I do without?' Socrates (on looking at a multitude of wares for sale)**

Develop a blog with various contributors discussing their contrasting attitudes as to what they consider essential or superfluous in the 21st century.

2. **Media emphasis on physical perfection through airbrushed representations of celebrities can lead to an increase in negative self-image amongst young people.**

Write a formal letter to the editor of a fashion magazine reflecting on their impact on self-image and arguing the case for change.

AND

Write an informal email to a young relative urging her to disregard these images and encouraging her to develop her own sense of self-worth in the light of the current obsession with perfection.

3. **Your junior work colleague and friend is deeply upset to have been accused of not fulfilling his duties to the required standard. He has always been a highly conscientious employee and you feel that the accusations are completely unjustified.**

Write a formal letter of support for him to your manager, affirming his many admirable qualities and denying that he has ever been lax in his responsibilities.

AND

Write an email to your colleague, expressing your sympathy for his plight and promising to continue to assert your opinion of his good character until the accusation is withdrawn.

4. **A detailed health and safety proposal which you and your immediate colleagues spent many hours preparing has been rejected by the management of your firm without any rationale or comments.**

Write a formal letter to the managing director, asking for reasons for the decision, asserting your absolute belief in the merits of the proposal and implying that if it is not implemented it will be to the detriment of the entire organisation.

AND

Write an email to your immediate colleagues, empathising with their disappointment that the proposal has been turned down and asserting the importance of not being intimidated by senior managers who have been in post too long.

5. **The increased popularity of social networking sites has led to a debate about the potential risks of social unrest.**

Develop a blog with two or more contributors discussing this issue, in which a range of strongly opposing views and language styles are posted.

Remember – you must choose your ISE IV correspondence task from the above list.

Please note the word length range given above for ISE IV correspondence tasks is for the whole task e.g. letter and email. Dividing the word length between the individual pieces of correspondence is the responsibility of each candidate. However, you must not exceed the stated maximum word length range.

SECTION 2

ISE IV – Factual writing (word length range: 300-350 words)

1. **Evidence suggests that increasingly devastating natural disasters seem to be occurring in the world.**

Write a report for an environmental publication, examining the mistakes that have been made in the past in dealing with the situation and proposing procedures which could be implemented in future.

2. **Recent evidence suggests that massive oil leaks from damaged tankers and rigs are becoming ever more frequent and causing increasing amounts of damage to wildlife and local businesses.**

Write an article for an environmental magazine, considering possible ways to prevent such disasters and justifying your viewpoint as to which is most likely to be effective. Conclude by evaluating who should be responsible for cleaning up the damage and how this could best be achieved.

3. **Your company directors are threatening to cut working hours for all employees rather than make redundancies at a time of falling orders. You represent the work force and have been asked to put forward proposals to management to deal with the situation.**

Write your proposal to the board, making it clear what evidence you are using to support your arguments, considering a range of viewpoints and justifying your own position.

4. **You are the manager of a medium-sized, locally-based company which has not altered its product range for several decades and now needs to diversify into other areas.**

Write a proposal for your board of directors, using factual evidence to support your ideas and evaluating at least two different options for diversification, including any reservations you may have on their potential profitability.

5. **TV talent shows are an international phenomenon and hugely popular. However, they have been criticised for demeaning the contestants.**

Write a review of a TV talent show you have seen, evaluating to what extent you agree or disagree with this statement. Cite examples to illustrate your viewpoint.

Remember – you must choose your ISE IV factual writing task from the above list.

SECTION 3

ISE IV – Critical and analytical writing (word length range: 300-350 words)

1. **'Fashion is a form of ugliness so intolerable that we have to alter it every six months.'** (Oscar Wilde)

Is fashion just a superficial frivolity for the rich or does it add something positive to our lives? Write an essay in which you compare and contrast examples of fashion making a positive or negative difference to people's lives.

2. **'It is curious that physical courage should be so common in the world and moral courage so rare.'** (Mark Twain, 1835-1910)

Write an essay in which you define the difference between physical and moral courage, comment on how far you think Mark Twain's words are true today and balance your own opinion with other points of view, including some real-life examples.

3. **'Education is the most powerful weapon, which you can use to change the world.'** (Nelson Mandela)

Write an essay commenting on the merits and weaknesses of this statement, giving relevant examples to illustrate your opinions.

4. **'I am free of prejudice. I hate everyone equally.'** (W C Fields, US actor, 1880-1946)

Write an essay discussing how far it is possible to be free of prejudice in today's world, illustrating your points with examples of bias you have encountered or observed.

5. **'Nothing will benefit human health and increase the chances for survival of life on Earth as much as the evolution to a vegetarian diet.'** (Albert Einstein, physicist, 1879-1955)

Write an essay commenting on Einstein's opinions, balancing your own opinion with alternative points of view and illustrating with relevant examples.

Remember – you must choose your ISE IV critical and analytical writing task from the above list.