

ESOL FOR WORK

Writing E3

Practice SET 1 (Issued September 2008)

Candidate's Name:							
Registration Number:							

THE FOLLOWING SECTIONS TO BE COMPLETED BY THE ASSESSOR

Centre Name:	Assessor's Name:
Centre Number:	Signature:
	Date test taken:

THE FOLLOWING DETAILS CONFIRM THAT THE ASSESSOR HAS IN NO WAY INFLUENCED THE OUTCOME OF THE ASSESSMENT.

IF THIS CANDIDATE HAS HAD ANY ASSISTANCE DURING THIS TEST PLEASE STATE THE NATURE OF THE ASSISTANCE AND WHO PROVIDED IT.

IF THERE ARE ANY SPECIAL CIRCUMSTANCES THAT MAY HAVE HAD A NEGATIVE EFFECT ON THE CANDIDATE'S PERFORMANCE IN THIS TEST PLEASE GIVE DETAILS.

Internal Verifier's Name:		PART NO	MARKS AVAILABLE	MARKS GIVEN	INTERNAL VERIFIER USE ONLY	EXTERNAL VERIFIER USE ONLY
Signature:		Either 1	12			
Date verified:		Or 2	12			
		TOTAL	12			
		%	100%			
		Delete pass or fail as appropriate		PASS - FAIL	PASS - FAIL	PASS - FAIL

Specific requirements for this paper:
Dictionaries are required

Choose **one** of the following writing tasks: Task A or Task B

TASK A: You read the following advertisement in the newspaper.

SITUATIONS VACANT

NURSES AND CARE ASSISTANTS REQUIRED AT CLARENCE HOUSE

We have a number of vacancies for care assistants and nursing staff at Clarence House in Gosport. Clarence House is a brand new residential nursing and care home for elderly, disabled people. This first-class, beautifully designed house is situated on the outskirts of town overlooking the river.

We offer good rates of pay, meals while on duty and very comfortable staff accommodation to trained nurses and qualified or trainee care assistants. You must be kind, trustworthy and above all be interested in the well-being of vulnerable, elderly people.

If you think this is a role that would suit you please apply, in your own handwriting, to Mrs Gabriella Kowalski at the address below, telling us something about your background and your suitability for the post.

Clarence House, River View, Gosport GP27 5BQ

Now write a short letter (80 - 100 words) to say why you would like to apply for a position at Clarence House.

You should make rough notes or a draft of your letter first in the space below. You should write your corrected letter neatly on the following page.

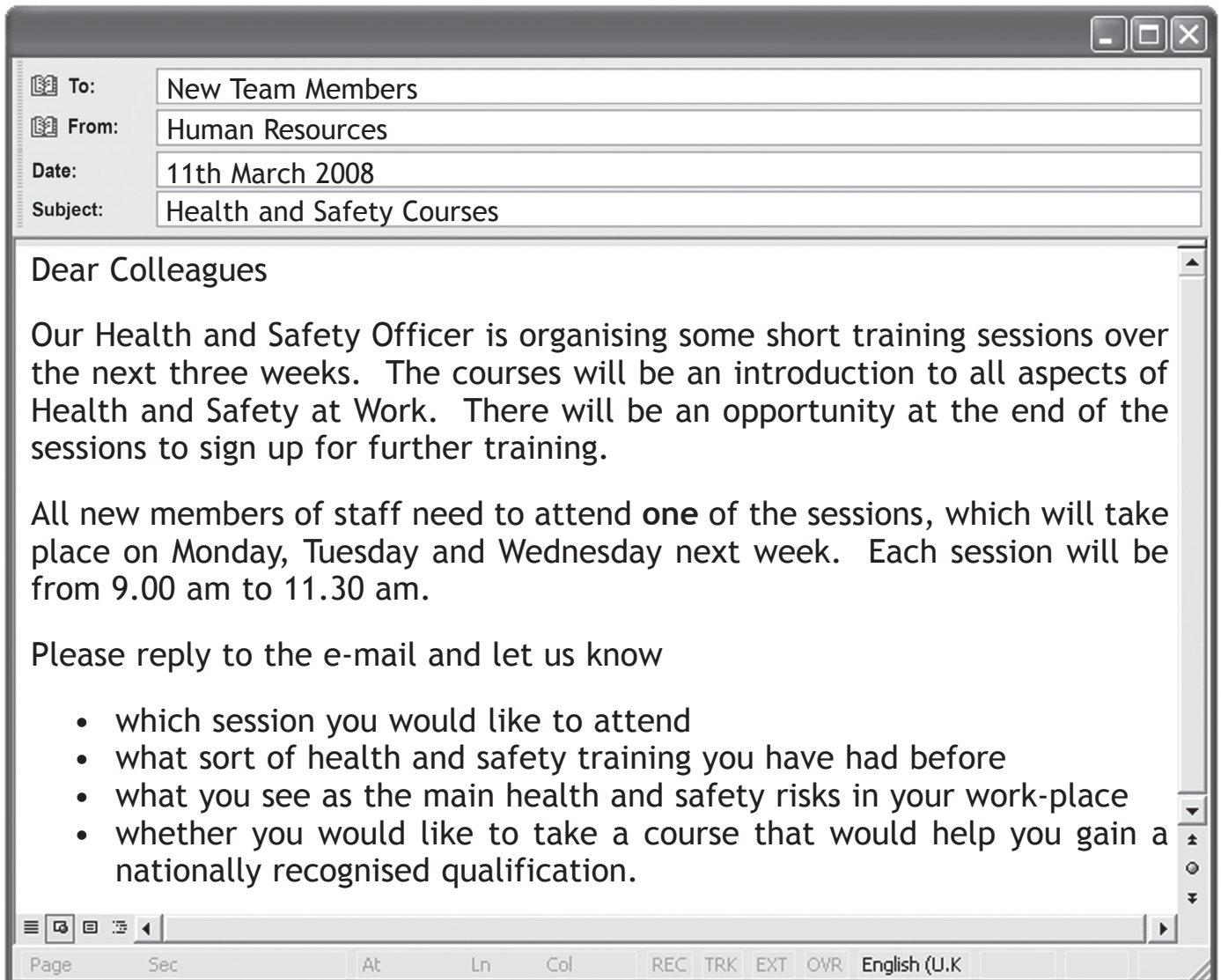
DRAFT OR PLAN YOUR LETTER HERE

A spiral-bound notebook with lined pages. The notebook is open to a page with horizontal lines, intended for writing a draft letter. The spiral binding is on the left side.

WRITE YOUR LETTER HERE: Write neatly in complete sentences and check your spelling and punctuation.



TASK B: You are at work and you receive this email.



Please go on to the next page.

Now write a reply to the email (80 - 100 words). You should make rough notes or a draft of your reply in the space below. You should then write your corrected email neatly on the following page.

A spiral-bound notebook with lined pages, intended for writing a reply to an email. The notebook is shown from a slightly elevated angle, with the spiral binding on the left side. The pages are white with horizontal lines. The notebook is placed on a light-colored surface.

WRITE YOUR EMAIL HERE: Write neatly in complete sentences and check your spelling and punctuation.

The image shows a standard email composition window. At the top right, there are three window control buttons: minimize, maximize, and close. On the left side, there are four labels with corresponding icons: 'To:', 'From:', 'Date:', and 'Subject:'. Each label is followed by a horizontal text input field. Below these fields is a large, empty rectangular area for writing the email body. At the bottom of the window, there is a status bar with several icons on the left and a series of labels: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K.)'. The 'REC' label is highlighted.

This is the end of the test