



Teaching The ESOL Fundamentals | Planning in ESOL Writing Assessments

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In the Entry 3, Level 1 and Level 2 writing assessments, learners need to include a plan, which they are assessed on.

Suitable choices for a plan include:

- spider diagram
- lists
- notes
- draft

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At Entry 3, planning is worth 3 marks:

- Plan uses a recognisable format
- Uses notes/abbreviations/symbols/key words in the plan to indicate content
- Content of plan is relevant to given task.

Learners need to achieve two of the three marks to pass.

When marking, the assessor should tick the plan to indicate recognisable format, key words to indicate content, appropriate content.

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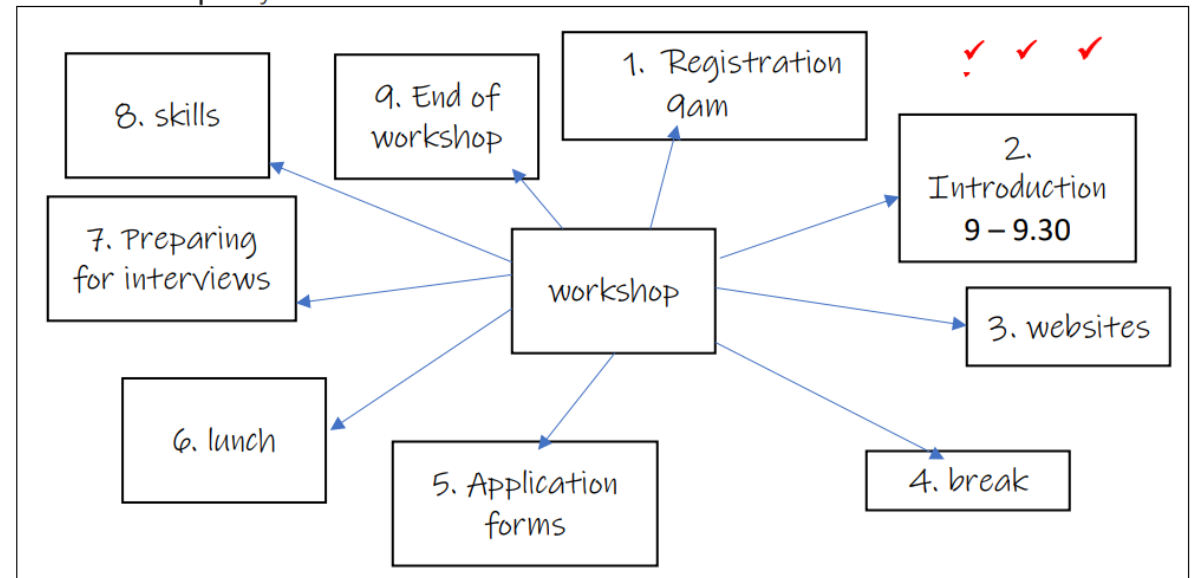
You are looking for a job. Yesterday you attended a workshop.
The table below lists what you did during the day.

How to get a job – Workshop	
9 am	Registration
9.30 am	Introduction to the day with the Workshop Trainer
10 am	Where to look for jobs – areas of work and websites
11 am	Break
11.30 am	What to include in an application form or CV – skills and experience
1 pm	Lunch
2 pm	How to prepare for interviews
3 pm	Interview skills
4 pm	End of workshop

Write an article for your college magazine describing the workshop.

- Plan your article
- Organise the contents of the article in the order they happened.
- Write three paragraphs with at least two sentences in each one.
- Use at least two words that refer to the order of the day's events.

You must plan your article here.



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At Level 1, planning is worth 2 marks:

- There is implied planning in the answer.
- There is some evidence of a plan. Content of the plan is relevant to the given scenario

Learners need to achieve both marks to pass.

When marking, the assessor should tick the plan to indicate recognisable format and appropriate content.

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You read this article on a local website.

International Food Festival

Cranthorpe has been selected as a possible venue for the International Food Festival next year. The festival is a celebration of fine foods from all over the world, and an opportunity to watch talented chefs at work. It would be fantastic if our town were chosen to host the food festival, for businesses, the town and local people.

There are many reasons for holding the festival in Cranthorpe:

- superb locally produced foods
- plenty of space for outdoor events
- modern exhibition space in the Civic Hall
- a wide range of hotels and restaurants serving international food
- lots of activities for visitors
- excellent transport links.

We need your help. Please write a letter to the Festival Committee to explain why Cranthorpe would be a good place to hold the festival, and describe the positive effect it would have on businesses, the town and local people.

Write to:

Ms N Koroma

The Festival Committee

Rafton Road

Norhaven

NC1 1UI

Write a letter to support Cranthorpe's application to hold the International Food Festival. In your letter, explain why you think the town would be an excellent location for the festival. Describe the positive effect the festival would have on businesses, the town and local people.

You must use at least **one** complex sentence in your letter.

You are required to plan and write your letter on the pages provided.

You must plan your letter here.

NOTE: remind yourself of what you need to include in the letter.

Food Festival

Cranthorpe good venue because:

- great local food
- Civic Hall - loads of space
- lots to do in Cranthorpe

good effect on -

- local business - restaurants
hotels
shops
- local people - work
opportunity



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At Level 2, planning is worth 3 marks:

- There is implied planning in the answer.
- Content of the plan is relevant to the given scenario
- There is some evidence of a plan, which shows what the candidate intends to cover in their answer.

Learners need to achieve two of the three marks to pass.

When marking, the assessor should tick the plan to indicate implied planning, relevant content and evidence of a plan.

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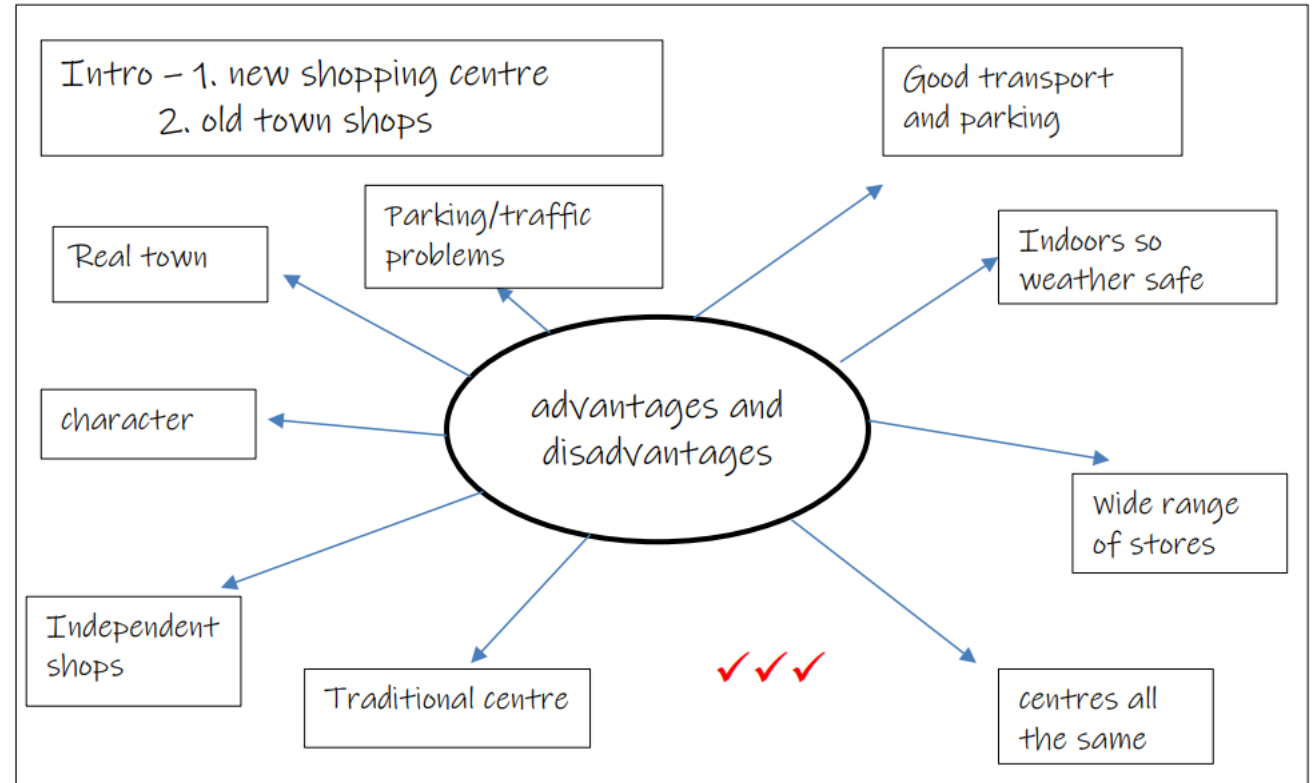
You must plan your article here.

A large shopping centre has opened 10 miles from your town. Car parking is free and there are regular buses to the centre, which has plenty of big shops, cafes, a cinema and a children's play area.

However, some people prefer to use the small shops in your local town so that they do not have far to travel. The shops provide a good service and the money spent helps the local economy. People also like to use the local cafes to meet their friends.

Write an article for your local magazine describing where and how you prefer to shop and why. You should also try to persuade your readers to use either the large shopping centre or the small shops in your local town.

Your text should be suitably formatted for a magazine article.



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Using Planning In The Classroom

Tutors should try to incorporate planning for written tasks into the classroom environment.

One idea is to encourage the learners to plan a response as an outcome rather than just as a prelude to writing. This way the planning in itself becomes important and the tutor can use to plan to see if the learners would have responded to the question fully.

Another idea is for learners to compare plans, that way they can gain ideas from their peers.

To support with this, Pearson has created some planning activity handouts based on past assessments.

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ESOL | Entry 3 Article | Planning Activity | Volunteer in a School Classroom

You were a volunteer in a school classroom for a day.
The table below lists what you did during the day.

Morning	Got out the classroom equipment – pens, paper, books
	Helped the children to hang up their coats and sit down at their tables
	Listened to some children read
Lunchtime	Looked after the children in the playground
Afternoon	Did some drawing with the children
	Helped the children put on their coats and leave the classroom
	Put away all the equipment ready for the next day

Write an article for your college magazine describing your day as a classroom volunteer.

- Plan your article.
- Organise the contents of the article in the order they happened.
- Write three paragraphs with at least two sentences in each one.
- Use at least two words that refer to the order of the day's events.

Plan your article here:

Ensure:

- Your plan uses a recognisable format, e.g. spider diagrams, list, flow chart, drafting.
- Your plan uses notes/abbreviations/symbols/key words in the plan to indicate content.
- The content of your plan is relevant to the task.

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ESOL | Level 1 Letter | Planning Activity | Applying For A Job

Manager wanted

The Hexford Rooms is a popular music venue. We put on live music shows and other events for a range of people. We need a new manager.

Adults and teenagers enjoy our live music nights, featuring both local and well-known bands. We also offer daytime music lessons for children and a singing club for older people. The venue is open seven days a week.

We need a hard-working, reliable person to manage our members of staff and be responsible for our shows and events.

Duties include:

- working closely with staff
- speaking to customers and bands
- making sure everyone follows safety rules
- dealing with problems or complaints
- handling payments.

You must enjoy working with people of all ages, be reliable and make sure that everyone in the venue is safe at all times.

Send your letter of application to:

Mrs Jones, The Hexford Rooms, Hexford HX15 9QT

Write a letter to apply for the job at The Hexford Rooms.

In your letter you must describe your skills and experience, say why you want to work at the venue and why you think you are the right person for the job.

You must use at least one complex sentence in your letter.

Plan your letter here:

Ensure:

- Your plan uses a recognisable format, e.g. spider diagrams, list, flow chart, drafting.
- The content of your plan is relevant to the task.

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ESOL | Level 2 Article | Planning Activity | Technology

Many people think that we have become too dependent on technology. They say that we use mobile phones and other devices for everything now, whether work or leisure. Some people worry that too much technology use is unhealthy and that it makes people less sociable.

However, other people think that technology makes our lives easier and enables us to do things that we couldn't before. They think that it is great that we can keep in touch with people all over the world and organise our lives on our phones.

Write an article for a magazine giving your views on whether or not we are too dependent on technology. Include information about your own use of technology and what you think are the good and bad points of using technology.

Your article must persuade the magazine readers to agree with your opinion.

Plan your article here:

Ensure:

- Your plan uses a recognisable format, e.g. spider diagrams, list, flow chart, drafting.
- The content of your plan is relevant to the task.

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