

Pearson ESOL | Entry 3 | Form Filling Task 3

You use the Library and Resource Centre at your college.

At the Centre, there are:

- books, DVDs and magazines to borrow
- 25 computers
- 2 photocopiers
- silent study areas
- staff members to help you.

There is also a small cafe with free Wi-Fi where you can meet your friends.

You receive a form asking for your opinions about the Library and Resource Centre.

MARK SCHEME

<p>Completes Part 1 correctly, including ticking the appropriate boxes so that the form can be processed.</p>	1
<p>Uses upper and lower case letters to complete personal details in Part 1 and sentence case for Part 2 of the form.</p> <p>Note: allow block capitals for personal details and lower case for email address.</p>	1
<p>Completes Part 2 of the form with appropriate and relevant content so that the form can be processed.</p> <p>Note: Only allow mark if at least four sentences are written.</p>	1
<p>Uses register appropriate for a form, i.e. use of formal language.</p> <p>Do not allow slang or their own abbreviations.</p>	1
<p>Uses grammar in a variety of tenses to denote past/present/future, as appropriate, pronouns, subject-verb agreement.</p> <p>No more than one grammatical error.</p> <p>Note: Only allow mark if at least four sentences are written.</p>	1
<p>Uses capital letters and full stops to mark the beginning and ends of sentences and any other relevant punctuation in sentences to aid clarity.</p> <p>No more than one punctuation error overall.</p>	1
<p>Spells common words correctly.</p> <p>No more than one spelling error.</p>	1