

ESOL FOR WORK

Writing Level 1

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:
Signature:
Date verified:

PART NO	MARKS AVAILABLE	MARKS GIVEN	INTERNAL VERIFIER USE ONLY	EXTERNAL VERIFIER USE ONLY
Either 1	12			
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 work for an accountancy company in a large office block. The offices are cleaned at night by a reputable contract cleaning company (*Office Genie*) but recently many of your colleagues have commented on the standards of cleanliness. The toilets are often not cleaned, bins not emptied and floors not swept. Last week cigarette butts were found by a ground floor window which was left open overnight and fire doors were left wedged open.

Your manager asks you to write a letter to *Office Genie*, detailing the complaints about standards of cleanliness and problems of safety and security.

You should make rough notes or a draft of your letter first in the space below. You should write your corrected letter (about 100-120 words) neatly on the following page.

DRAFT OR PLAN YOUR LETTER HERE



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



TASK B

You recently attended a talk on 'Health and Safety in the Workplace'. You made these notes. Your manager asks you to use your notes to help you produce a short report for the benefit of colleagues who could not attend.

Next session Monday 8th- fire evacuation procedure

Bring money for social fund!!!

Keep food/drink away from computers
Keep personal medication locked away

Watch out for:
Cables across floor - danger!
Hot drinks

Mrs Kelly - has accident book in filing cabinet

KITCHEN AREA

wash hands
careful storage of cooked/raw foods
Switch off coffee machine when empty!!
Don't keep food past 'Use By' date

First Aid boxes in kitchen and reception

Lifting

Read guidelines on poster - bend knees, straight back. Ask for help
Also look at poster for Heimlich Manoeuvre, in case someone chokes on food

Can IT tidy up cables??

Keep fire doors closed
No running!!!!

Smoking area - now in yard behind bins

You should make rough notes or a draft of your report first in the space below. You should write your corrected report (about 100-120 words) neatly on the following page.



WRITE YOUR REPORT HERE.

Write neatly in complete sentences and check your spelling and punctuation.



This is the end of the test