



You Are The ESOL Assessor | Level 1 Writing | Email

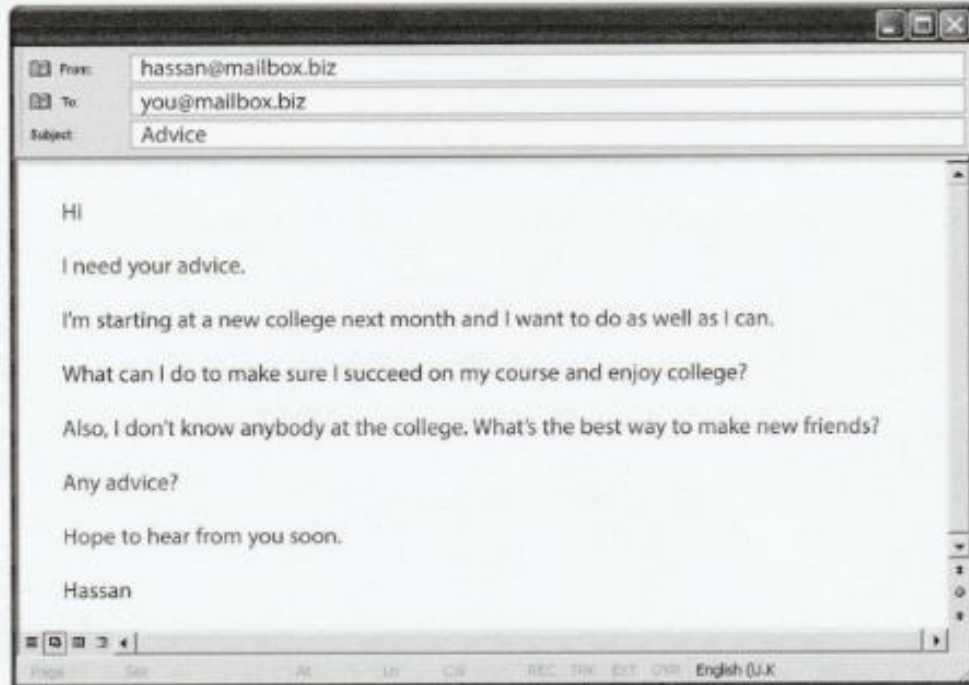
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Question 3 Task: Email

You receive an email from your friend Hassan.



From: hassan@mailbox.biz
To: you@mailbox.biz
Subject: Advice

Hi

I need your advice.

I'm starting at a new college next month and I want to do as well as I can.

What can I do to make sure I succeed on my course and enjoy college?

Also, I don't know anybody at the college. What's the best way to make new friends?

Any advice?

Hope to hear from you soon.

Hassan

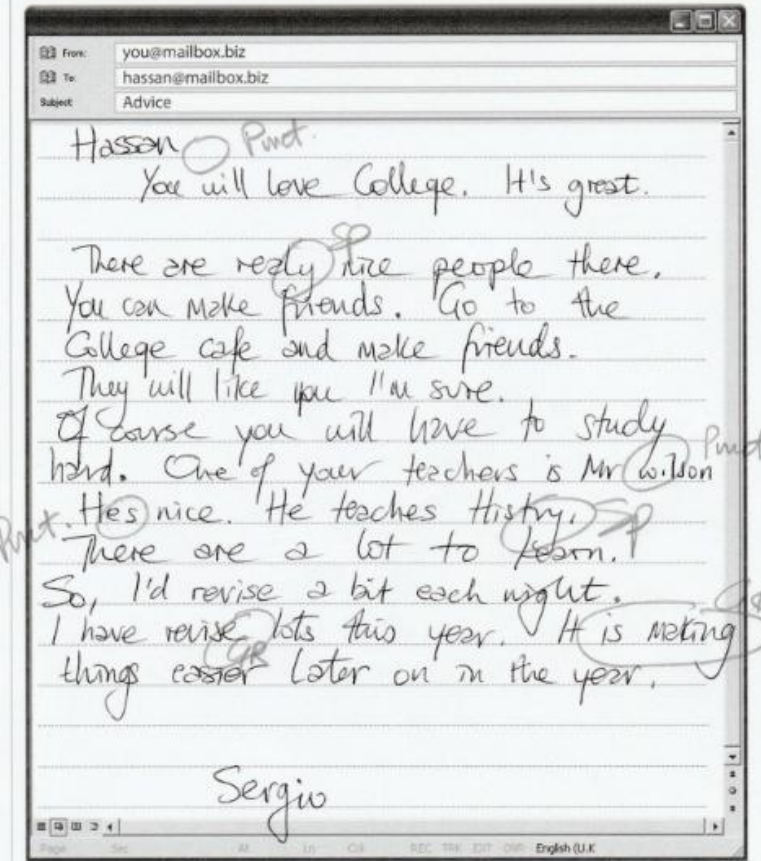
Write a reply to Hassan's email. You must:

- give him some suggestions for how to succeed and enjoy college
- give him tips about making new friends.

Question 3: Email

Write your email reply in the box below.

You may correct errors by putting a line through the text you wish to change, then writing your correction(s) above or below the word, phrase or punctuation.



From: you@mailbox.biz
To: hassan@mailbox.biz
Subject: Advice

Hassan ^{Punct.}
You will love College. It's great.

There are really nice people there.
You can make friends. Go to the
College cafe and make friends.
They will like you. I'm sure.

Of course you will have to study
hard. One of your teachers is Mr. Wilson ^{Punct.}
He's nice. He teaches history. ^{Punct.}
There are a lot to learn. ^{Punct.}
So, I'd revise a bit each night.
I have revise lots this year. It is making
things easier ^{OR} later on in the year.

Sergio

(Total for Question 3 = 8 marks)

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3 Email	2	2.1	Offers appropriate level of detail for purpose; must cover the three bullet points with expansion on the topic.	1
3 Email	2	2.2	Opens and closes email with appropriate semi-formal phrases.	1
3 Email	2	2.2	In body of email uses language appropriate to audience and purpose, i.e. words and phrases suitable for a semi-formal email to a college staff member.	1
3 Email	2	2.3	Email is sequenced in a logical fashion in order to make sense to the intended audience.	1
3 Email	2	2.3	Appropriate expansion of ideas in middle section using paragraphs.	1
3 Email	2	2.4	Email makes grammatical sense appropriate to audience, e.g. correct tense, subject-verb agreement. <i>'I will wear my country's national costume for the event.'</i> Allow two grammatical errors.	1
3 Email	2	2.5	Capitalisation and punctuation used correctly. Allow two capitalisation and punctuation errors.	1
3 Email	2	2.6	Accurate spelling. Allow two spelling errors.	1

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Marking The Script

I have left in the annotations on the script to make it easier to award marks.

The level of detail is good, so I have awarded a mark.

There is no appropriate opening and closing, so that mark has not been awarded.

The language in the body of the email is appropriate, so I have awarded a mark.

The email is in a logical order and does make sense for the audience, so I have awarded a mark.

There is a lack of paragraphs, so that mark has not been awarded.

I have awarded one mark for spelling and none for grammar and punctuation.

This learner would get a total of four marks out of eight.

The Pearson logo is displayed in white against a dark blue background. It features a stylized icon on the left consisting of three curved, overlapping shapes that resemble a book or a stylized 'P'. To the right of this icon, the word "Pearson" is written in a bold, sans-serif typeface.

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