

Pearson ESOL | Level 2 | Form Filling Task 1

You have been asked to complete a job reference for your friend and work colleague, Afrina Begum. She wants to change careers and has applied for the post of a teaching assistant at Seven Stars School.

The main duties of a teaching assistant include helping:

- teachers with planning lessons, displays and photocopying
- children with their learning, especially maths and English
- teachers with school visits and lunchtime supervision.

Teaching assistants are expected to be good role models. They should be polite, reliable and good at communicating with people.

Complete the Job Reference Form.

Seven Stars School

Please complete this reference as fully and honestly as possible.

Applicant: Afrina Begum

Position Applied For: Teaching Assistant

Section A

Complete your personal details in BLOCK CAPITALS

Title: _____ First name: _____ Surname: _____

Address: _____

Postcode: _____ Phone number: _____

Email address: _____

Section B

How do you know the applicant? _____

How long have you known the applicant? _____

List **three** of the applicant's personal skills or qualities:

Mark Scheme

2.1	Offers appropriate content as directed by the form. Style used appropriate for purpose. Appropriate level of detail for the form.	1
2.3	Uses clearly defined list format in Section B. This could include bullet points, numbers or items separated by commas or on separate lines to indicate skills or personal qualities.	1
2.3	Structures and organises sentences logically in Section C.	1
2.1	Uses appropriate vocabulary for Section C. Do not accept slang or 'text speak'.	1
2.2	Appropriate choice of language/style used for Section C. Allow this mark if the minimum word count is met. (140 words) Accept 90% of minimum word count. (126 words)	1
2.4	Uses grammar correctly as appropriate in Section C, e.g. correct subject-verb agreement in complex sentences, use of pronouns to improve clarity. Allow one grammatical error. Allow this mark if the minimum word count is met. (140 words) Accept 90% of minimum word count. (126 words)	1
2.4	Demonstrates the appropriate use of compound and complex sentences in Section C. Allow this mark if the minimum word count is met. (140 words) Accept 90% of minimum word count. (126 words)	1
2.5	Uses punctuation correctly in Section C. Allow no errors. Allow this mark if the minimum word count is met. (140 words) Accept 90% of minimum word count. (126 words)	1
2.6	Accurate spelling in Section C. Allow one spelling error. Allow this mark if the minimum word count is met. (140 words) Accept 90% of minimum word count. (126 words)	1
3.1	Fully completes all pre-set sections of the form correctly so that the form can be processed.	1
3.1	Fully completes Section C giving details of the applicant's skills and personal qualities and suitability for the teaching assistant role.	1
3.1	Follows all form instructions and form conventions correctly as directed, i.e. block capitals to complete Personal details. Note: Allow Email address in upper and lower case letters. Name in block capitals in the final box.	1