

Pearson ESOL | Level 2 | Form Filling Task 4

Your friend, Umar Hussein, has asked you to provide a job reference.

He has applied for a job as Assistant Manager at the local cinema.

The assistant manager is expected to be honest, friendly and good at working with the public.

Here are some of the duties of an assistant manager:

- sell and check tickets
- serve food and drinks
- answer the telephone
- deal with website bookings
- open and close the cinema in the afternoon
- help to decide which films will be shown
- clean the cinema between films.

You must complete the reference form to give your opinions about Umar.

Complete the form.

Cinema Reference Form

Applicant: Umar Hussein

Position Applied for: Assistant Manager

SECTION A

Complete your personal details in BLOCK CAPITALS

Title: _____ First name: _____ Surname: _____

Address: _____

Postcode: _____ Phone number: _____

Email: _____

SECTION B

How do you know the applicant? Tick the appropriate box.

- Employee
- Colleague
- Personal friend
- Other

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

Mark Scheme

3.1	Fully completes all pre-set sections of the form correctly so that the form can be processed.	1
3.1	Follows all form instructions and form conventions correctly as directed, i.e. block capitals to complete personal details in Section A. Note: Allow Email address in upper and lower case letters. Name in block capitals in the final box.	1
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 Section C describing the applicant's personal qualities, skills and suitability for the role.	1