

ESOL Skills for Life (4692) Level 2 Sample Assignment

Me and My Community

Candidate's Paper
Writing to convey information

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Summary of achievement:

Writing _____

Activity 1

You have up to 45 minutes to do this activity.

1. Read the text and insert the correct punctuation markers.

There are a total of 11 missing punctuation markers.

julianas story my first call out to help a young family.	4 errors
when a lightning strike caused devastating damage to a young familys home emergency volunteer juliana ali raced straight there to help despite it being her very first day	7 errors

2. Read the text and underline the **six** spelling errors. Write the correct spellings.

Swindon resident Holly Gunning was sitting in the _____
 living room with her husband and too young children _____
 when the terrifying incident ocured. She recalled: _____
 “Their was a huge bang and yellow smoke came out _____
 off the sockets buy the sofa.” Both her traumitised _____
 daughters – Chloe (aged eight months) and Ella (aged _____
 three) – suffered eardrum damage. _____

3. Complete the following text by selecting the grammatically correct word.

The strike was **as / so / therefore** severe that it blew holes **though / through / threw** the children’s bedroom walls and started a fire, causing extensive damage. Holly added: “There was concrete all over the baby’s bed. Fortunately, we were all downstairs or the kids **could / can / must** have been badly hurt.”

The family had to **fly / flew / flee** to the street in the midst of a thundery rain-storm. Thankfully Juliana and Debs Browning – **both / equally / either** volunteers for fire and emergency support (FES) – were **fast / quickly / speedy** on hand to provide some vital emotional support and practical advice.

Juliana recalled: “I didn’t feel nervous about **you / him / it** being my first response. **I’m / I’d / I’ll** had such great training that I felt prepared, and I was with a very experienced crew so that was encouraging. The fire service was fantastic as well – I **very / awfully / really** felt I was part of the team and they **was / were / are** very supportive. It was good to put my training into practice and help the residents.”

4. Reorder the words to make questions or statements

a) kind of good what things you at are

b) Sunday free some time I have on

c) neighbour was when you last saw time the your

d) I usually Saturday on visit family my

5. Finish the sentences.

a. If I had the time I ...

b. When I go out I always ...

c. If I have the chance I ...

d. Volunteering means ...

e. There have been times when ...

f. Having thought about it carefully ...

6. Write a sentence using each of these phrasal verbs. You can use different tenses.

turn down	cheer up	pick up	get up	look up to	find out
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a.

b.

c.

d.

e.

f.

Activity 2

You have up to 1 hour to do this activity.

Write a letter to an organisation enquiring about voluntary opportunities.

A list of voluntary organisations is attached on the next page for you to use if required.

You should include information about:

- you
- your previous experience
- what type of opportunities you would be interested in
- why you are interested in the organisation.

You will be assessed on:

- planning your writing
- use of language
- layout and structure including several paragraphs
- use of a range of sentence structures
- spelling, punctuation and grammar
- whether your text is legible and fit for purpose

Use this space to make notes or plan your writing.

Organisation	Contact details
 <p data-bbox="738 394 1082 510">National Society for the Prevention of Cruelty to Children</p>	<p data-bbox="1177 333 1390 528">NSPCC Weston House 42 Curtain Road London EC2A 3NH Tel: 0808 800 5000 help@nspcc.org.uk</p>
 <p data-bbox="762 663 1062 734">International and UK Disaster Relief</p>	<p data-bbox="1126 602 1437 797">British Red Cross UK Office 44 Moorfields London EC2Y 9AL Tel: 0844 871 11 11 information@redcross.org.uk</p>
 <p data-bbox="738 909 1082 1025">Royal Society for the Prevention of Cruelty to Animals</p>	<p data-bbox="1166 848 1398 1066">RSPCA Advice Team Wilberforce Way Southwater Horsham West Sussex RH13 9RS Tel: 0300 1234 999 help@rspca.org.uk</p>
 <p data-bbox="783 1162 1038 1234">Voluntary Service Overseas</p>	<p data-bbox="1158 1128 1406 1290">100 London Road Kingston upon Thames Surrey KT2 6QJ Tel: 020 8780 7500 enquiry@vso.org.uk</p>
 <p data-bbox="775 1435 1046 1507">Worldwide Famine Relief</p>	<p data-bbox="1150 1375 1414 1592">Supporter Relations Oxfam GB Oxfam House John Smith Drive Oxford OX4 2JY Tel: 0300 200 1292 enquiries@oxfam.org.uk</p>
 <p data-bbox="791 1738 1031 1809">UK Conservation Charity</p>	<p data-bbox="1118 1677 1445 1872">The National Trust PO Box 574 Manvers Rotherham S63 3FH Tel: 0844 800 1895 enquiries@nationaltrust.org.uk</p>

Activity 3

You have up to 1 hour to do this activity.

Write an article promoting a community centre.

You should include information about:

- the community centre
- location of the community centre
- facilities available
- what activities are taking place and when
- the benefits of each activity.

You will be assessed on:

- planning your writing
- use of language
- layout and structure including paragraphs
- use of a range of sentence structures
- spelling, punctuation and grammar
- whether your text is legible and fit for purpose

Use this space to make notes or plan your writing.



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