

ESOL Skills for Life (4692) Entry 3 Sample Assignment

Health and Safety

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. Complete the sentences.

Example:

If I earn more money I will buy a new car.

a. I'll have _____ when _____

b. I would like _____ if _____

c. I will give _____ so _____

d. When you _____ you shouldn't _____

e. She hasn't _____ but _____

2. Put the words in order and add the punctuation to make statements.

a. safety a work be priority health should and at

b. accident you report will form to need complete the

3. Put the words in order and add the punctuation to make questions.

a. window the has manager the broken seen

b. call number i which security do for

4. Complete the chart below with the adjective, comparative or superlative.

Adjective	Comparative	Superlative
healthy		
	more dangerous	
		the safest

5. Underline the spelling errors and write the correct spelling.

a. I am working on a bilding site this week. _____

b. The manger sent me to find the security guard. _____

c. The caretaker needs to change the lite bulb. _____

Activity 2

You have up to 30 minutes to do this activity.

Complete the form to report the following incident.

Slip leaves woman in a wheelchair and costs a supermarket £550,000

A former supermarket worker has to use a wheelchair after slipping on a mushroom in Tom's Supermarket on 16 December. Mrs Gloria Kennedy slipped as she was stacking shelves in the fresh vegetable section and has been awarded £550,000 in compensation.

Although the fall was painful, doctors initially diagnosed nothing worse than minor damage. However within months, she was complaining of pains to her right hip. Her condition worsened and became so painful that she was forced to give up work.

Incident Report Form

Please enter your personal details below.

Title: Mr / Mrs / Ms / Miss / Dr (*delete as applicable*)

Surname _____

First name(s) _____

Address _____

_____ Postcode _____

Tel. number _____ Email _____

Give details about the incident.

Include information about what happened, where it happened and how it happened.

Signature _____ Date _____

Activity 3

You have up to 1 hour to do this activity.

Write an article or blog about health and safety.

You should write at least **three** paragraphs.

Write about:

- the importance of Health and Safety
- safety precautions or procedures
- who should be responsible for health and safety
- accidents that happen or might happen at work.

This activity will be assessed on:

- planning and layout
- content
- sentence structure and grammar
- spelling and punctuation.

Use this space to plan your writing.



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