

# ESOL Skills for Life (4692) Entry 2 Sample Assignment

## **Me and My Community**

Candidate's Paper

Reading to obtain information

Candidate's name:

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City & Guilds enrolment number:

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Date of registration:

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Date assessment started:

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Date assessment completed:

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### **Summary of achievement:**

Reading \_\_\_\_\_

**Activity 1**

You have up to 15 minutes to do this activity.

1. Put the words in the box into alphabetical order.

<b>Education</b>	<b>LEARNING</b>	ability
Community	Public	skills

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2. Match the correct definition to the word.  
The first one has been done for you.

A book or list of names, usually in alphabetical order with telephone numbers or addresses.	<b>map</b>
A place where you can go to borrow books.	<b>directory</b>
An image of a place which you can use for directions.	<b>library</b>
A book that tells you what words mean, and how to spell them.	<b>dictionary</b>

3. Look up the meaning of the word **adviser** in a dictionary.  
Write the meaning here.

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## Activity 2

You have up to 30 minutes to do this activity.

### Read the newsletter.

## Student Newsletter

### Lisa

I came to college two years ago. My children were grown up and I wanted a new start.

First I studied English and improved my reading and writing. Then I moved on to a computer course and started looking for a job.

The careers adviser helped me find work, first as a part time data-entry clerk but then as a full time office worker with the local council.

### Amrit

I worked as a waiter in my cousin's restaurant until I came to the college. I wanted to go to university but I needed help with English first.

I already had good qualifications in my own language but I had to write good essays in English as well.

I visited the careers adviser. He helped me to fill in a UCAS application form to study law at university.

Last week I went for an interview. I hope to hear the result next week. Soon I shall be a university student and in a few years a brilliant lawyer.

### Stefan

I could not speak English at all when I arrived in the UK so I enrolled at college on an English course.

The teacher was very good and I soon spoke English better than my brother who came here before me.

The teacher sent me to the careers adviser. The adviser helped me choose an apprenticeship. I started the training in September.



I love cars so I chose a career in motor mechanics.

**Answer the questions about the newsletter.**

1. What is the purpose of the newsletter?

Tick (✓) the correct answer.

- To give information about courses at college.
- To give advice on choosing courses at college.
- To give information about students at college.

2. What is Lisa doing now?

\_\_\_\_\_

3. Which one of the students is studying to be a mechanic?

\_\_\_\_\_

4. What job did Amrit do before college?

\_\_\_\_\_

5. What job does Amrit want in the future?

\_\_\_\_\_

6. Who helped Lisa, Stefan and Amrit move on from college?

\_\_\_\_\_

7. **Circle** **three** types of jobs in the newsletter.

\_\_\_\_\_

8. Give **two** examples of **proper nouns** from the newsletter.

1. \_\_\_\_\_

2. \_\_\_\_\_

### Activity 3

You have up to 15 minutes to do this activity.

Match the words to the correct space on the form.

Rose Hill Adult College West Lane, Rose Hill, BA44 6DD		
Registration Form		
Family name	<input type="text"/>	<input checked="" type="radio"/> Mr Mrs / Miss / Ms (circle one)
Postcode	<input type="text"/>	David
Title	<input type="text"/>	Datler
First name(s)	<input type="text"/>	65 Fulham Road Beeston
Email address	<input type="text"/>	L23 7PD
Date of birth	<input type="text"/>	0791 3366621
Address	<input type="text"/>	ddatler@yahoo.uk
Telephone number	<input type="text"/>	27 May 1981
I would like more information on (tick ✓ one or more)		
<input checked="" type="checkbox"/> English and maths courses		
<input type="checkbox"/> Apprenticeships		
<input type="checkbox"/> GCSEs		
<input type="checkbox"/> Language courses		

Answer the question.

1. Which course is David interested in?

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## Activity 4

You have up to 15 minutes to do this activity.

### Read the letter.



**Rose Hill Adult College**  
**West Lane**  
**Rose Hill**  
**BA44 6DD**

6 January

Dear student

We are pleased to invite you to a Careers Department Open Day on Tuesday 15 February.

The day starts with a talk by the local careers service at 10 o'clock. You can then meet employers, staff and visitors from universities and employment agencies. You can complete an application form and ask for further information about a range of jobs and courses. We are open until 9 in the evening.

Where to go at the Open Day:

#### **Jobs**

You can find advice on jobs in **the main hall**. You can ask questions about:

- working in offices, hospitals, shops and childcare
- working on building sites, roads, cars and computers
- working for parks, sports centres and the local council.

#### **Training**

To talk about training and apprenticeships go to **the library**.

- You can find out about training courses and qualifications.
- You can ask about university and how to apply.

#### **Voluntary work**

Voluntary work does not pay you but it can be interesting and can lead to paid work later.

Visit **the reading room** next to the library for information about:

- care for the elderly or the disabled
- how to run a youth group or a charity shop
- community and the environment.

Please contact the Careers Department on ☎ **0121 478282** or email **Armina@rosehill.ac.com** to book a place.

We look forward to hearing from you.

Regards

*Robin Smith*

The Careers Department

For more information about Rose Hill Adult College - [www.rosehill.ac.com](http://www.rosehill.ac.com)

**Answer the questions about the letter.**

1. What is the aim of the letter?  
Tick (✓) the correct answer.

- To ask you to complete an application form.
- To invite you to a Careers Open Day at the College.
- To give you instructions about applying for work or training.

2. What date was the letter sent?

\_\_\_\_\_

3. What time does the event finish?

\_\_\_\_\_

4. Where do you go for information about apprenticeships?

\_\_\_\_\_

5. Where is the reading room?

\_\_\_\_\_

6. Name **two** ways you can book for the Open Day.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Check all your work.** (You have up to 15 minutes to do this.)

**Give all your work to your tutor.**

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