

ESOL Skills for Life (4692) Entry 2 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 30 minutes to do this activity.

Complete the activities.

1. Write sentences using the words in the box.
Use each word once.

better	dangerous	safer	fast
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- a) _____
- b) _____
- c) _____
- d) _____

2. Put the capital letters and end of sentence punctuation into the text below.

Example: w W Mr M w W ? ? what time did Mr Wilson arrive	
a) the manager, miss curtis, is responsible for health and safety	4 marks
b) the accident happened at 6:30pm on wednesday at the mansfield office	4 marks
c) Did david complete the accident report form i asked for last friday	4 marks

3. Use the words **as, because, so** to complete the conversation below.
Use each word only once.

Amy: Hello Mrs Barnes, I'm sorry I was late this morning. I missed my bus
_____ there was an accident.

Mrs Barnes: Never mind, you're here now, _____ you need to catch up
with the others.

Amy: No problem, I can start _____ soon as you're ready.

4. There is a spelling mistake in each of the sentences.

Underline the mistake and write the correct spelling.

Example:

The meetings weer cancelled.

were

a) He goes four lunch at 12 o'clock.	_____
b) When can you cheeck the time sheets?	_____
c) Her mother is comeing for dinner.	_____

Activity 2

You have up to 15 minutes to do this activity.

Fill in the form. Use your own details.

Staff Uniform Request Form

Fill in your details below

Title: Mr/Mrs/Miss/Ms (circle one)

Surname _____

First name(s) _____

Address _____

Postcode _____

Telephone number _____

Date of birth _____

Please tick ✓ the size you require

Small Medium Large

Check and correct any mistakes.

Activity 3

You have up to 30 minutes to do this activity.

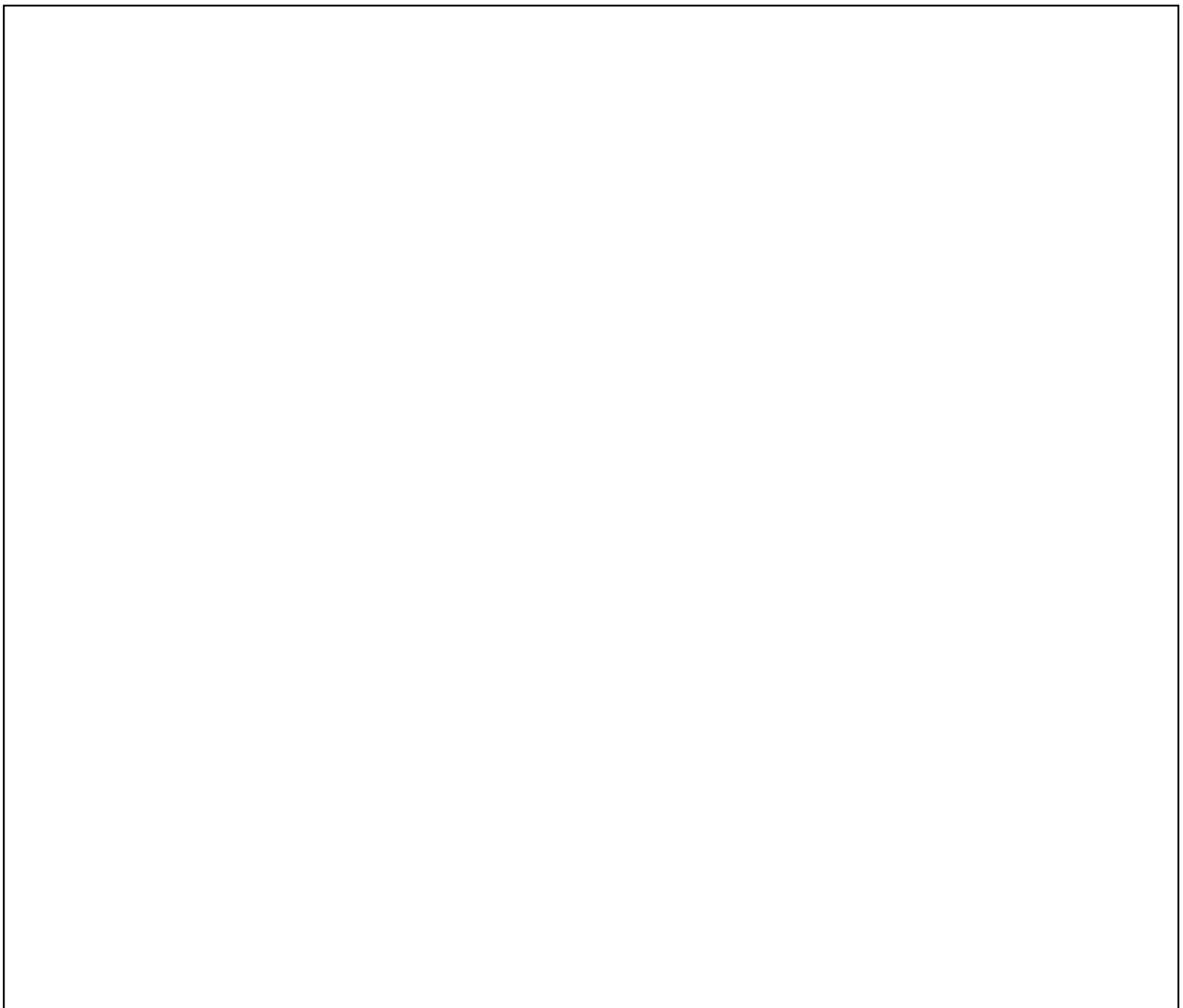
Write about safety at work or in your place of study.

Write about:

- a job you had or place you studied in the past
- why health and safety rules are important
- what you should do if there is a fire.

Use complete sentences. Write between 30 and 50 words.

You can use this space to plan your writing.

A large, empty rectangular box with a thin black border, intended for the student to write their response to the activity prompt. The box is currently blank.

Write your final copy on the next page or on a computer.

If you use a computer, attach a printout of your writing.

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

Give all your work to your tutor.

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