

ESOL Skills for Life (4692) Entry 3 Sample Assignment

Me and My Community

Candidate's Paper

Reading to obtain information

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Summary of achievement:

Reading _____

Activity 1

You have up to 30 minutes to do this activity.

Read the **two** documents and answer the questions.

Document 1

Rose Hill

The council that cares

Get in touch – **it's simple!**

- Phone: 021 621 1000
- Write to us: Council Offices, High Street, Rose Hill, B41 8TO
- Visit our website: www.rosehill.gov.uk
- E-mail us: customerservices@rosehill.gov.uk
- Call our translation service: 021 621 1010

ROSE HILL LISTENS TO YOU!

£3 million invested in the services you care about for less than £1 per week from your pocket

Rose Hill Council listens to you and spends money on services that you care about. For less than £1 per week, you will now get:

- more **childcare**
- more help for the **elderly** and the **disabled**
- more **street cleaning**
- more crime officers to work with the **police**
- more **recycling**.



Susan Davies
Leader of Rose Hill Council

How will this help?

Childcare for single parents, refugees and asylum seekers will allow more people on low incomes to find paid work. Day centres will help the elderly and the disabled to get out of the house and will give carers a break. Our streets will become cleaner, without fly tips, abandoned cars and graffiti, and we will recycle our rubbish for a cleaner environment. Our lives will become safer as we crack down on crime.



Rose Hill Council

Making the best of your community

People's Forum	Council Tax	Parking Fines	Planning	Elections
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We have set up an Area People's Forum to give local people a say about local issues. At each council meeting members of the community can give their opinions, ask questions and make suggestions. A Rose Hill councillor will chair each meeting. The meetings normally take place on a weekday evening (7.30pm) at different local venues. At each meeting, local people will have a chance to listen and to question the council about their services. There is also a 'Soapbox slot' for residents to express their views about any issue they wish.

WHAT IS THE SOAPBOX SLOT?

The SOAPBOX slot is **your chance** to speak on any issue that concerns you in the community. You can share your views and concerns with the audience and the council. You can meet new people from your area.

WHAT ARE THE RULES FOR SOAPBOX?

SOAPBOX issues must be about the area and its communities. You can talk about social, economic or environmental matters but there will be strict Equal Opportunities rules. You may not make inappropriate, rude or offensive comments. You may speak for a maximum of 3 minutes.

WHEN DOES IT HAPPEN?

The SOAPBOX slot takes place at the end of each People's Forum meeting.

WHERE?

Rose Hill Community Hall,
George Street.

MEETINGS THIS MONTH

Tuesday 4th	Public transport
Thursday 6th	Keeping the streets clean
Tuesday 11th	Adult education classes
Thursday 13th	Noisy neighbours
Tuesday 18th	Housing
Tuesday 25th	What to do with teenagers

Task A

Use your dictionary.

Look up the meaning of the word **councillor**.
Write the meaning here.

Task B

Answer the questions below using documents 1 and 2.

1. Tick (✓) the correct answer.
The contact details for Rose Hill Council are

- in the separate text box
- under the final subheading
- next to the photo and caption
- written in block capitals.

2. Give one reason for the use of bullet points in document 1.
-

3. Name **two** services offered by Rose Hill Council.

1. _____
2. _____

4. Who is the leader of Rose Hill Council?
-

5. What is the main purpose of document 2?
Tick (✓) the correct answer.

- To raise awareness of local issues.
- To give instructions on council meetings.
- To give information about council meetings.
- To explain the benefits of attending meetings.

6. What time does the meeting start?
-

7. Which venue will be used for the next People’s Forum meeting?

8. Which meeting would include information on buses?

9. Name **two** rules of the Soapbox slots.

1. _____

2. _____

10. Put these words from documents 1 and 2 into alphabetical order

CHILD CARE **Crime** economic **councillor**
SUGGESTIONS **education**
environment **services**

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Activity 2

You have up to 30 minutes to do this activity.

Put the words into the correct space on the form

Date of birth	Signature	Surname	Postcode
details	Title	number	First name(s)

Rose Hill Council Council Tax Discount Claim Form

Please complete and return this form by post to: Council Offices, High Street, Rose Hill, B41 8TO

Your _____

_____ (delete) ~~MR MRS~~, ~~MISS~~, MS or other title

_____ Hazel Rose

_____ Agnello

_____ 02 / 10 / 1978 (DD / MM / YYYY)

Address

House or flat _____ 97

Rest of the address _____ Finley High Street

_____ Finley Moor

_____ FL17 6GB

The date you wish to claim a discount from

27 / 03 / 2014

_____ Ms Hazel Agnello Date 21/03/14

Answer the questions about the form.

1. How should the form be returned to Rose Hill Council?

2. What date was the form completed?

Activity 3

You have up to 30 minutes to do this activity.

Read the document and answer the questions.

Rose Hill Council, High Street, Rose Hill, B41 8TO
Tel: 021 621 1000
Email: customerservices@rosehill.gov.com



Dear local resident,

Thank you for your interest in the People's Forum.

You will be pleased to learn that we are planning one extra Forum meeting this month. It will take place on Wednesday 26 May at the usual time of 7:30pm.

The subject for discussion will be the creation of a community garden on the site of the old fish market close to the shopping centre. The plan is to provide a park with trees, flowering shrubs, a play area for children and a seating area for the residents to enjoy.



The meeting will take place at the Community Hall. We would like to hear your views. If you are unable to attend but would like to tell us what you think, call me on 021 621 1012 between 10:00am and 6:30pm, or email me at gchavda@rosehill.gov.com.

If you wish to see a plan of the community garden before the meeting, I can send you a copy.

Yours faithfully,

Gary Chavda

Gary Chavda
Secretary to the People's Forum

1. Tick (✓) the correct answer.

The document is

- a report
- an article
- an email
- a letter.

2. What is the purpose of the document?

Tick (✓) the correct answer.

- To discuss the fish market.
- To describe the community garden.
- To inform local residents of a meeting.
- To invite residents to the shopping centre.

3. Tick (✓) the correct answer.

The word 'creation' in the context of the document could be replaced by

- development
- growth
- assembly
- invention.

4. What does the picture show?

5. What will take place on 26 May?

6. Name **two** things included in the plan for the community garden?

1. _____

2. _____

7. Name two ways you can give your views on the community garden.

1. _____

2. _____

8. What **best** describes the language used in the document?

Tick (✓) the correct answer.

- formal
- offensive
- humorous
- confidential

9. Tick (✓) the correct answer.

The document is easy to read because it has

- bold text
- numbered lists
- short paragraphs
- highlighted words.

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

Give all your work to your tutor.

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