

ESOL Skills for Life (4692) Level 1 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. Read the text and correct the punctuation errors.

There are 3 capital letters, 3 commas, 1 apostrophe and 3 end of sentence punctuation markers missing from the text.

Staying safe at work

It is an employers duty to protect the health safety and welfare of their employees. Employers must do whatever they can to achieve this

this means making sure that workers are protected from anything that may cause harm in the workplace employers have duties under health and safety law to assess risks in the workplace. Therefore risk assessments should be carried out on all potential risks in the workplace.

Employees must also accept responsibility for health and safety in the workplace in addition they should attend training to ensure they know how to deal with risks.

Tick the correct answer.

The third paragraph has been inserted because of a change in

- time
- topic
- person
- place.

2. Read the text and underline the **five** words which have been used or spelt incorrectly. Write the correct spellings.

Accidents at work can happen to anybody. In certain enviroments, some accidents are more common than others. Your more likely to suffer burns from working with dangeous substances then if you work in an office. Accidents will always occur but your employer should reduce the risks as much as possible.

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

Almost a third of the total of workplace accidents in the UK are the result **to / from / of** slips and trips. In most of these instances, the accident **happened / was happening / have happened** in wet conditions and most trips are due **from / to / at** bad housekeeping **when / which / what** substances are left on the floor.

4. Complete the sentences with the correct form of the word in bold.

a.	An employer may ask for your <input type="text"/> about workplace safety.	suggest
b.	Always use sharp knives <input type="text"/> .	safe
c.	Acids and other <input type="text"/> substances must be stored in a secure area.	hazard

5. Insert the correct phrasal verb into the text.

carrying out	cut down on	brought about	result in
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Trips

Most trips at work are by things blocking walkways. We can the risk of tripping by making sure that walkways are clear.

By simple checks of walkways, we can reduce the injuries caused by tripping. This will a safer, happier workplace.

6. Complete the sentences.

Example:

I need to check the instructions so I will speak to my manager.

a. I will _____ as soon as _____

b. I didn't _____ although _____

c. I have already _____ so I _____

Activity 2

You have up to 1 hour to do this activity.

Write an article about home safety and offer advice.

You should include information about:

- electrical and gas appliances
- hazards around the home
- storing items, including liquids and medication
- what to do in an emergency.

You will be assessed on:

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

Use this space to make notes or plan your writing.

Write your final copy here.

Check your writing for spelling, punctuation and grammar.

Activity 3

You have up to 1 hour to do this activity.

Write a letter to your local councillor about poor street lighting in your area.

You should include information about:

- the situation/issue/problem
- its impact on health and safety
- why it is a priority
- suggestions to improve the situation.

You will be assessed on:

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

Use this space to make notes or plan your writing.

Write your final copy here or on a computer.

If you write it on a computer, attach a printout.

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

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