



# Ascentis ESOL Skills For Life

First Name	Surname	Date of Birth
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Centre Name

**Writing  
Entry 3**  
Guide time: 60 minutes

Task	Tick if achieved
Task 1	
Task 2	
Task 3	

Assessment Criteria	Tick if achieved
1.1	
2.1	
2.2	
2.3	
2.4	
2.5	
2.6	
3.1	

**SAMPLE**

### Instructions

- You must use a pen-black or blue ink.
- Dictionaries may not be used.
- There are three tasks to be completed. Answer all questions.
- If you have used any additional sheets, make sure your name is written on each sheet and they are included with your work.

	Date Task Completed	Assessor	IQA
Task 1	Name		
	Signature		
	Date		
Task 2	Name		
	Signature		
	Date		
Task 3	Name		
	Signature		
	Date		

**Task 1 Form (Guide time 20 minutes)**

Your manager wants to know what you think about the new staff restaurant. Complete the questionnaire below.

<i>Sally's Restaurant</i>					
<b>Title</b>	(Delete as applicable) Mr / Mrs / Miss / Ms / Other				
<b>Full name</b>					
<b>Address</b>					
<b>DOB</b>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
<b>Dietary preference</b>	Vegetarian <input type="checkbox"/>	Halal <input type="checkbox"/>	Gluten Free <input type="checkbox"/>	Nut Free <input type="checkbox"/>	None <input type="checkbox"/>
<b>How often do you use the staff restaurant?</b> (tick one box)					
Often <input type="checkbox"/> Sometimes <input type="checkbox"/>					
<b>What do you think of the staff restaurant?</b> (write in sentences)					
<b>Rate the following items:</b>					
Circle one number 1= poor 5=excellent					
<b>Service</b>	1	2	3	4	5
<b>Choice</b>	1	2	3	4	5
<b>Price</b>	1	2	3	4	5
<b>Thank you for taking the time to complete this form.                      We will use the information to improve our service</b>					

Assessment Criteria	Tick if achieved
3.1	

**Task 2 Email (Guide time 20 minutes)**

One of your friends is coming to live in the UK and you have decided to have a party. Write an email to a classmate to invite them to the party at your house.

- Include your home address
- Say why you're having the party
- Say when and where it will be
- Tell them your plans for the evening

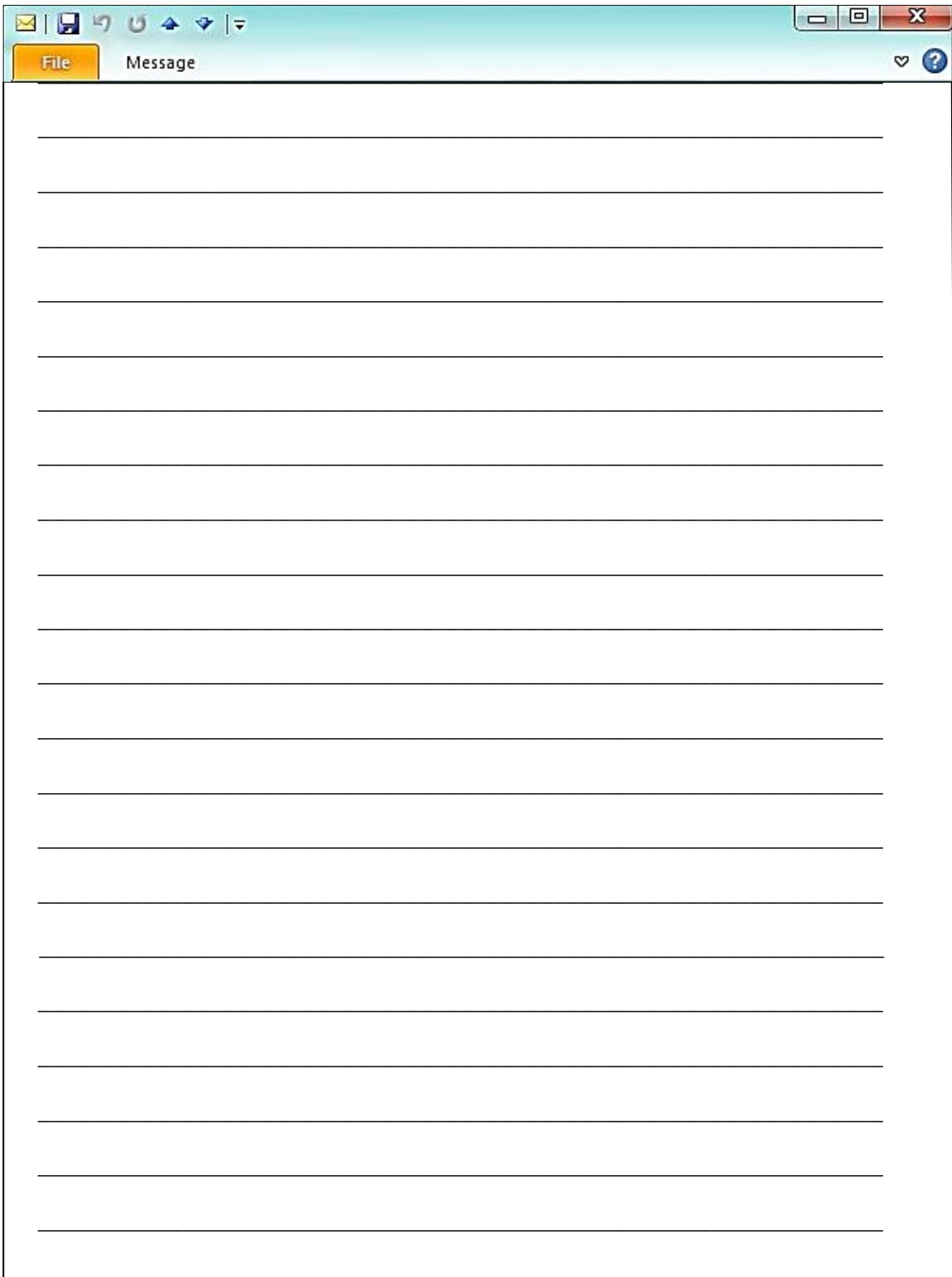
You must plan the points you are going to include and how you are going to introduce, develop and finish your writing.

Write using paragraphs. Write 100-150 words.

Write your plan here:

Assessment Criteria	Tick if achieved
1.1	

Write your email here:



The image shows a screenshot of a Microsoft Word document window. The title bar at the top reads "Message" and includes a "File" tab on the left and window control buttons (minimize, maximize, close) on the right. Below the title bar is a ribbon with icons for Save, Undo, Redo, and a dropdown menu. The main body of the document is filled with horizontal lines, providing a ruled area for writing. The entire screenshot is enclosed within a light green rounded rectangular border.

A large rectangular area with rounded corners, outlined in light green, containing 25 horizontal lines for writing.

Assessment Criteria	Tick if achieved
2.1	
2.2	
2.3	
2.4	
2.5	
2.6	

### Task 3 Account (Guide time 20 minutes)

You are applying for a place on a course and you have been asked to write a personal statement. Write an account of your education or work experience.

This could include:

- When and where you have studied or worked
- What qualifications you have achieved
- What skills and qualities you have
- Why you have chosen a particular course

You must plan the points you are going to include and how you are going to introduce, develop and finish your writing.

Write using paragraphs. Write 100–150 words

Write your plan here:

Assessment Criteria	Tick if achieved
1.1	







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Ofqual Accreditation Number

Ascentis Entry Level Certificate in ESOL Skills for Life (Entry 3) (QCF) - 601/4081/1

Ascentis Entry Level Award in ESOL Skills for Life (Writing) (Entry 3) (QCF) - 601/4274/1