

ESOL Skills for Life (3692) Entry 2 Practice Assignment E2AC-1



Joining In Candidate's Paper

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Candidate's name

City & Guilds enrolment number

Date of registration

Date assignment started

Summary of achievement

Reading

E

Writing

E

Speaking and Listening

E

Activity 1 (Reading)

You have up to 30 minutes to do this activity.

You read a newsletter from Rose Hill Adult College.

In it you see the stories of three past students from your English class.

- ⇒ **Read the stories, using your dictionary to check any words you are not sure of.**

Lisa

I came to Rose Hill 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.

Stefan

I could not speak English at all when I arrived in the UK so I enrolled at Rose Hill College in an English class. The teacher was very good and I soon spoke English better than my brother who has been here longer than I have. The teacher sent me to the careers adviser. The adviser helped me choose a training course. I love cars so I chose a course in motor mechanics. I shall start the training in September.

Amrit

I worked as a waiter in my cousin's restaurant until I came to the college. Secretly 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 soon. Soon I shall be a university student and in a few years a brilliant lawyer.



Ask your tutor to sign here to say if you have used a dictionary to check words.

Words checked:

Assessor's signature _____

Assessor's name _____

1 Who helped Lisa, Stefan and Amrit to move on from college?

2 How long ago did Lisa come to Rose Hill College?

3 What job did Amrit do before college?

4 What will Stefan do next?

Lisa, Stefan and Amrit all have a career plan.

5 Whose career plan do you like best? _____

Why? _____

6 What did the English class help this student to do?

7 What do you want to do next in your own life?

Activity 2 (Speaking and Listening)

You have up to 15 minutes to do this activity.

A careers adviser visits your English class and talks to you.



Ask your tutor for a tape.

- ⇒ **Listen to the tape.**
 - ⇒ **Then give your details to the careers adviser. Tell him/her what career you are interested in and ask him/her for the time of your appointment. Record your message.**
 - ⇒ **Write down where in the college you can find the careers department.**
-

Activity 4 (Reading and Writing)

You have up to 15 minutes to do this activity.

This is a careers department registration form.

**Rose Hill Adult College
Careers Department**
Registration Form

Family name _____ First names _____

Title: Mr/Mrs/Miss/MS *(circle one)*

Address _____

Postcode _____

Telephone Number _____ Date of Birth _____

I am interested in:
(please tick one or more)

- employment
- further training
- university
- voluntary work
- other

- ⇒ **Fill in the form carefully, using your own details.
Remember, it is an important document.**
- ⇒ **Check your form and correct any mistakes.**

Activity 6 (Reading)

You have up to 15 minutes to do this activity.

You receive an invitation.



Rose Hill Adult College
West Bank, Rose Hill, Birmingham BA4 6AA

6th January

Dear student,

We are pleased to invite you to a Careers Department Open Day on Tuesday 15th February. We hope you will join us.

The day will begin with a talk by the head of the local careers service. This will be at 10 o'clock. You will then be able to meet employers, college staff and visitors from universities and other agencies. You will be able to complete an application form and ask for further information about a range of jobs and courses. We will be open until 9 in the evening.

Please telephone the Careers Department on 0121 478282 if you have any questions.

Where to go at the Open Day:

Jobs

You will 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 discuss training go to **the library**.

- You can find out about training courses and qualifications.
- You can ask about university and how to apply.
- You can talk about what is best for you.

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:

- care for the elderly or the disabled
- how to run a youth group or a charity shop
- giving help and advice to other people.

1 What is the invitation for and when?

2 What time does the event begin? _____

3 You wrote on your form what advice you are interested in.

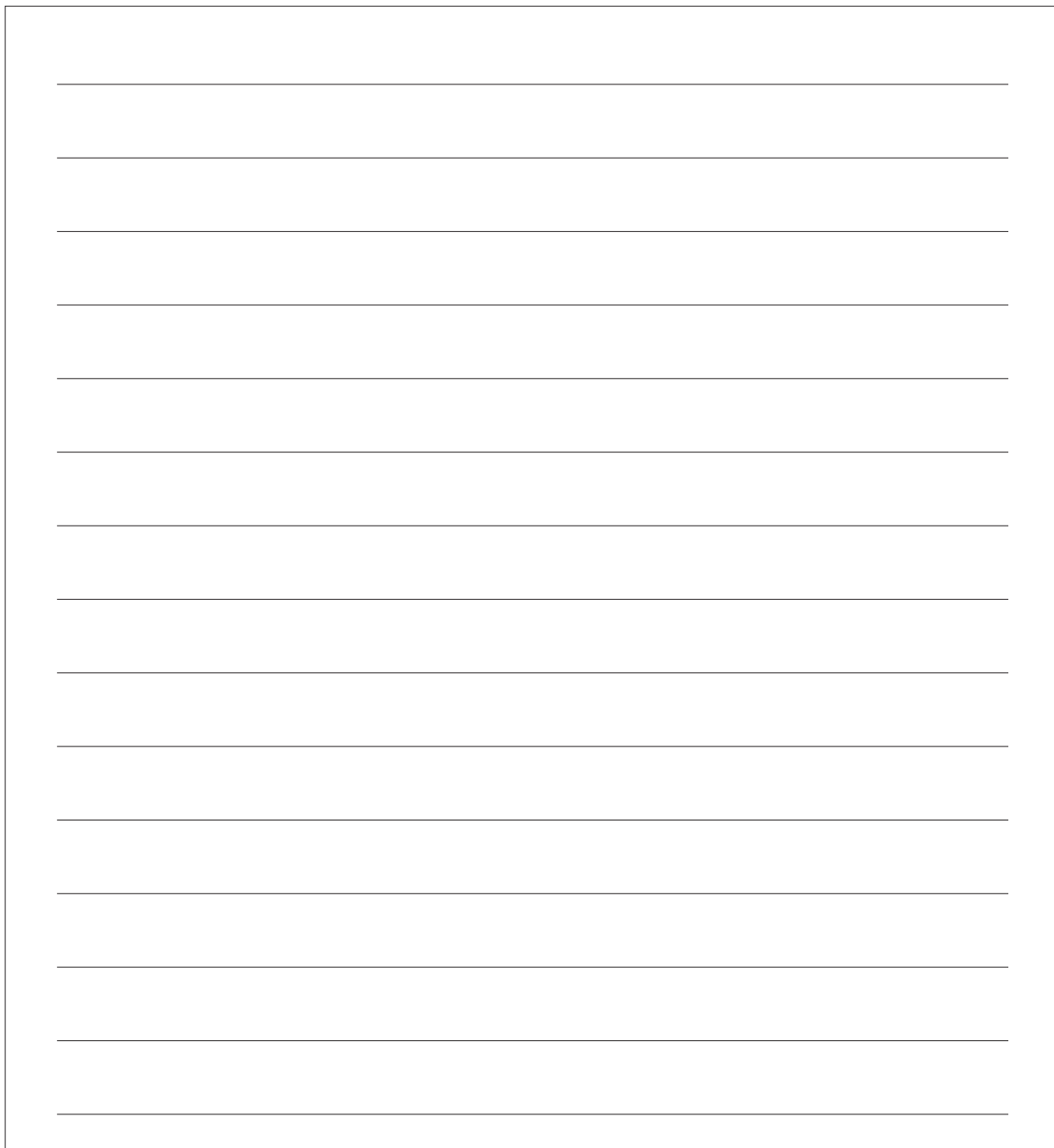
Where should you go for this advice?

4 Write down the telephone number to ring for further information.

5 What is voluntary work? _____

⇒ **Write your neat copy here or on a computer.**

If you write it on a computer, attach a printout of your note or e-mail.

A large rectangular box with a thin black border, containing 18 horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the box.

⇒ **Check all your work.** (You have up to 30 minutes to do this.)

You have now finished the assignment. Give all your work to your tutor.

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