

# ESOL Skills for Life (3692) Entry 3 Practice Assignment E3AC-1 for single mode assessment



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## Joining In

Candidate's Paper for Reading

Candidate's name

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City & Guilds enrolment number

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Date of registration

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Date assignment started

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## Summary of achievement

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Reading

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## **Activities for assessing the Reading mode at Entry 3**

You have 1 hour and 30 minutes to complete these activities and 15 minutes to check your work when you have finished.

## Reading activity 1

You have up to 30 minutes to do this activity.

You want to get involved in your local community.

- ⇒ **Read this extract from your local council newsletter and the web page that follows, using your dictionary to check any words you are not sure of.**

# Rose Hill

The council that cares

Get in touch – **it's simple!**

- Phone or fax us: 021 621 1000
- Write to us: Council Offices, High Street, Rose Hill, Birmingham B41 8TO
- Visit our website: [www.rosehill.gov.uk](http://www.rosehill.gov.uk)
- E-mail us: [customerservices@rosehill.gov.uk](mailto: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**

Susan Davies – Leader of Rose Hill Council:  
Rose Hill Council listens to you and spends money on services that you care about. For less than an extra £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**.

### 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.



Susan Davies

## Area People's Forum

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, which will be open to the public. The meetings normally take place once a month during 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 have **your say** 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. Use one of four 3-minute slots within the SOAPBOX section of your People's Forum meeting.

### 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?

This month:  
Rose Hill Community Hall,  
George Street.

### MEETINGS THIS MONTH

**Tuesday 4th Public transport**

**Tuesday 11th Adult education classes**

**Tuesday 18th Housing**

**Thursday 6th Keeping the streets clean**

**Thursday 13th Noisy neighbours**

**Tuesday 25th What to do with teenagers**



**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 What is the main purpose of the council newsletter from Susan Davies?**

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**2 Write down the telephone number for the council.**

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Choose one 'People's Forum' meeting to attend.

**3 What is the meeting about?**

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**Why did you choose it?**

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**4 Write down *two* things that might make you want to go to the People's Forum.**

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**5 Write down one thing that you cannot do in the 'Soapbox slot'.**

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**6 Write down one *other* issue you think the People’s Forum could have a meeting about.**

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**7 Do you think the website gives clear information? \_\_\_\_\_**

**Write down two examples.**

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## Reading activity 2

You have up to 30 minutes to do this activity.

Read this form from the Rose Hill website.

Email this form to us at [peoplesforum@rosehill.co.uk](mailto:peoplesforum@rosehill.co.uk) or send it to:  
The People's Forum, Council Offices, High Street, Rose Hill, Birmingham B41 8TO

**YES** – I would like to speak to the Forum meeting through a SOAPBOX slot.

My name is \_\_\_\_\_ *(in capitals)*

Title: Mr/Mrs/Ms/Dr *(circle as applicable)*

Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

E-mail \_\_\_\_\_  
*(optional)*

Nationality \_\_\_\_\_  
*(for monitoring purposes only)*

**I want to speak about**

\_\_\_\_\_  
\_\_\_\_\_

**I want to speak about this because**

\_\_\_\_\_  
\_\_\_\_\_

- ⇒ **What information can you miss out if you want to?** \_\_\_\_\_
- ⇒ **Now fill in the form carefully, using your own details. Remember it is an important document.**
- ⇒ **Check your form and correct any mistakes.**

### Reading activity 3

You have up to 30 minutes to do this activity.

You receive a letter.

**Rose Hill Council,  
Council Offices, High Street, Rose Hill, Birmingham B41 8TO  
Tel or fax: 021 621 1000 e-mail: customerservices@rosehill.gov.uk**

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 green space on the site of the old fish market close to the shopping centre. The plan is to provide a park, with trees and flowering shrubs, for the residents to enjoy.

The meeting will take place at the Community Hall. We would like to hear your views.

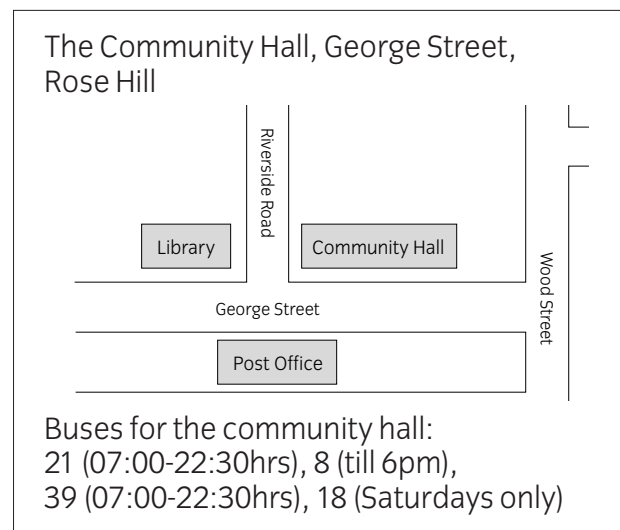
If you are unable to attend but would like to tell us what you think, you can telephone me on 021 621 1012 between 10am and 6pm, or e-mail me at gchavda@rosehill.gov.uk.

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

Yours faithfully,

**Gary Chavda**

Gary Chavda  
Secretary to the People's Forum



➡ **Read the letter, then answer the questions on the next page.**

1 Why did Gary Chavda send the letter?

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2 What *two* ways can you contact Gary Chavda before the meeting?

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3 Where will the council create the green space?

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4 When is the meeting?

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5 Which two buses can you catch to get to the meeting?

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6a How would you describe the language in this letter?

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6b Give an example from the letter.

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

**Give your work to your tutor.**

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