

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



[www.city-and-guilds.co.uk](http://www.city-and-guilds.co.uk)

## Joining In

Candidate's Paper for Writing

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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Writing

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## Activities for assessing the Writing mode at Entry 3

You have 2 hours and 30 minutes to complete these activities and 15 minutes to check your work when you have finished.

These activities are about getting involved in your local community. Local people can go to council meetings and talk about issues that concern them. This is called the People's Forum.

There are People's Forum meetings on  
public transport,  
keeping the streets clean,  
adult education classes,  
noisy neighbours,  
housing and  
what to do with teenagers.

For these activities you will need to choose a meeting you would like to go to.

## Writing activity 1

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.**

## Writing activity 2

You have up to an hour to do this activity.

The next page of the form asks you to write about yourself, how long you have lived in the area, where you lived before and what you think about your local area.

You should write several paragraphs about yourself and your views on the local area, approximately 100 words altogether. Include the main things you want the Forum organisers to know.

### ⇒ **Plan your writing.**

You can use any way of planning you find helpful (such as a list, a spidergraph or rough notes).



A large rectangular box with a thin black border, containing 15 horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the box, leaving a small margin on the left and right sides.

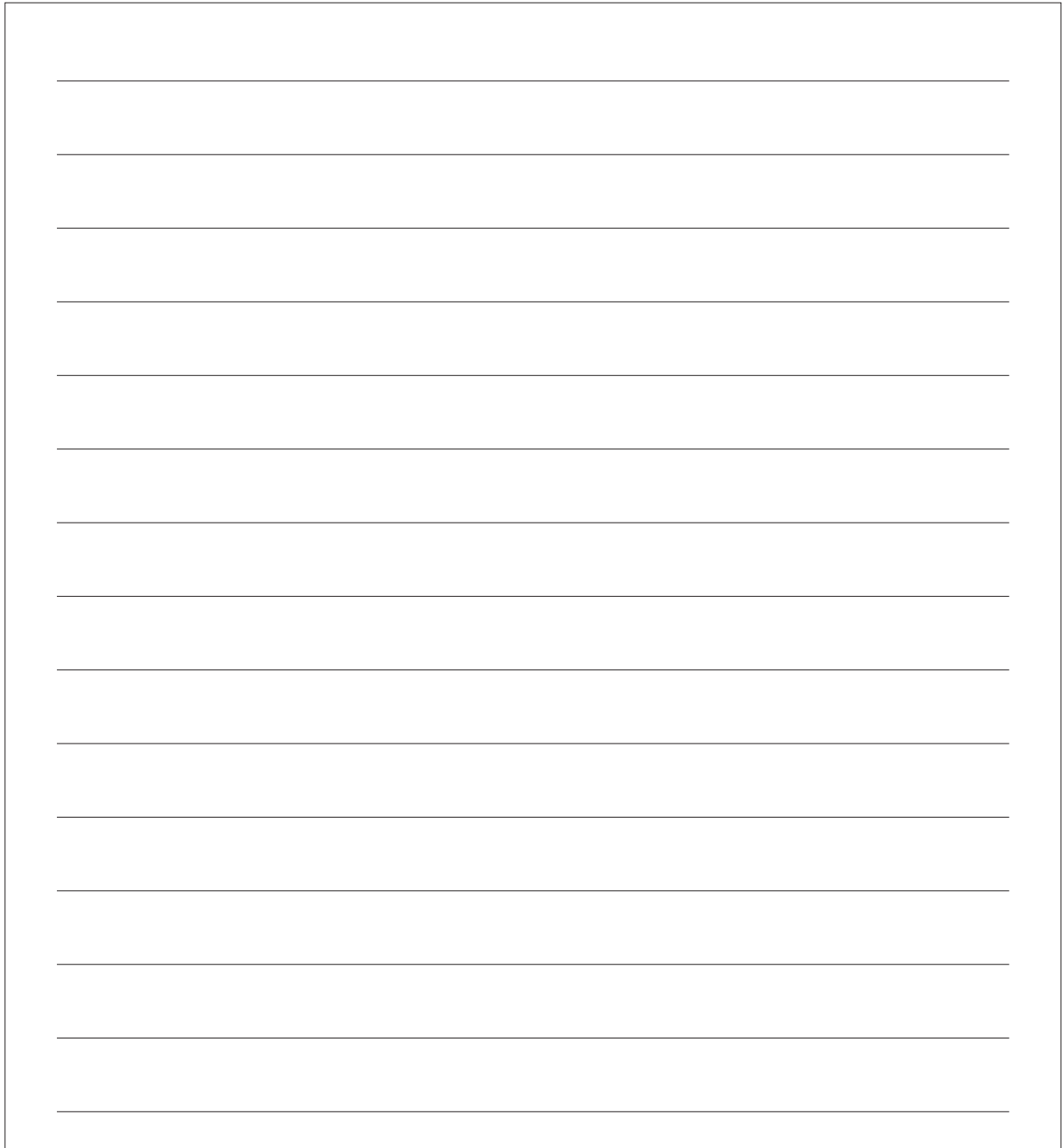
### ⇒ **Now write a rough copy on the next page.**







- ⇒ **Write your neat copy here or on a computer.**  
If you write it on a computer, attach a printout of your letter.

A large rectangular box with a thin black border, containing 18 horizontal lines spaced evenly down the page, intended for writing a neat copy of a letter.

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

**Give your work to your tutor.**