

ESOL Skills for Life (3692) Entry 3 Practice Assignment E3AC-1



Joining In Candidate's Paper

www.city-and-guilds.co.uk

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 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
- E-mail us: 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?

2 Write down the telephone number for the council.

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

3 What is the meeting about?

Why did you choose it?

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

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

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

7 Do you think the website gives clear information? _____

Write down two examples.

Activity 3 (Reading and Writing)

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 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.**

Activity 4 (Writing)

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 notes. The lines are evenly spaced and extend across most of the width of the box.

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

Activity 5 (Reading)

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.

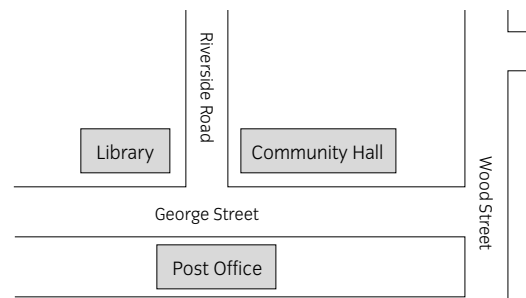
If you wish to see a plan of the green space before the meeting, I can send you a copy.

Yours faithfully,

Gary Chavda

Gary Chavda
Secretary to the People's Forum

The Community Hall, George Street,
Rose Hill



Buses for the community hall:
21 (07:00-22:30hrs), 8 (till 6pm),
39 (07:00-22:30hrs), 18 (Saturdays only)

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

1 Why did Gary Chavda send the letter?

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

3 Where will the council create the green space?

4 When is the meeting?

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

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

6b Give an example from the letter.

Activity 6 (Speaking and Listening)

You have up to 15 minutes to do this activity.

You are going to phone Gary Chavda at the People's Forum to ask for a copy of the plans for the green space.

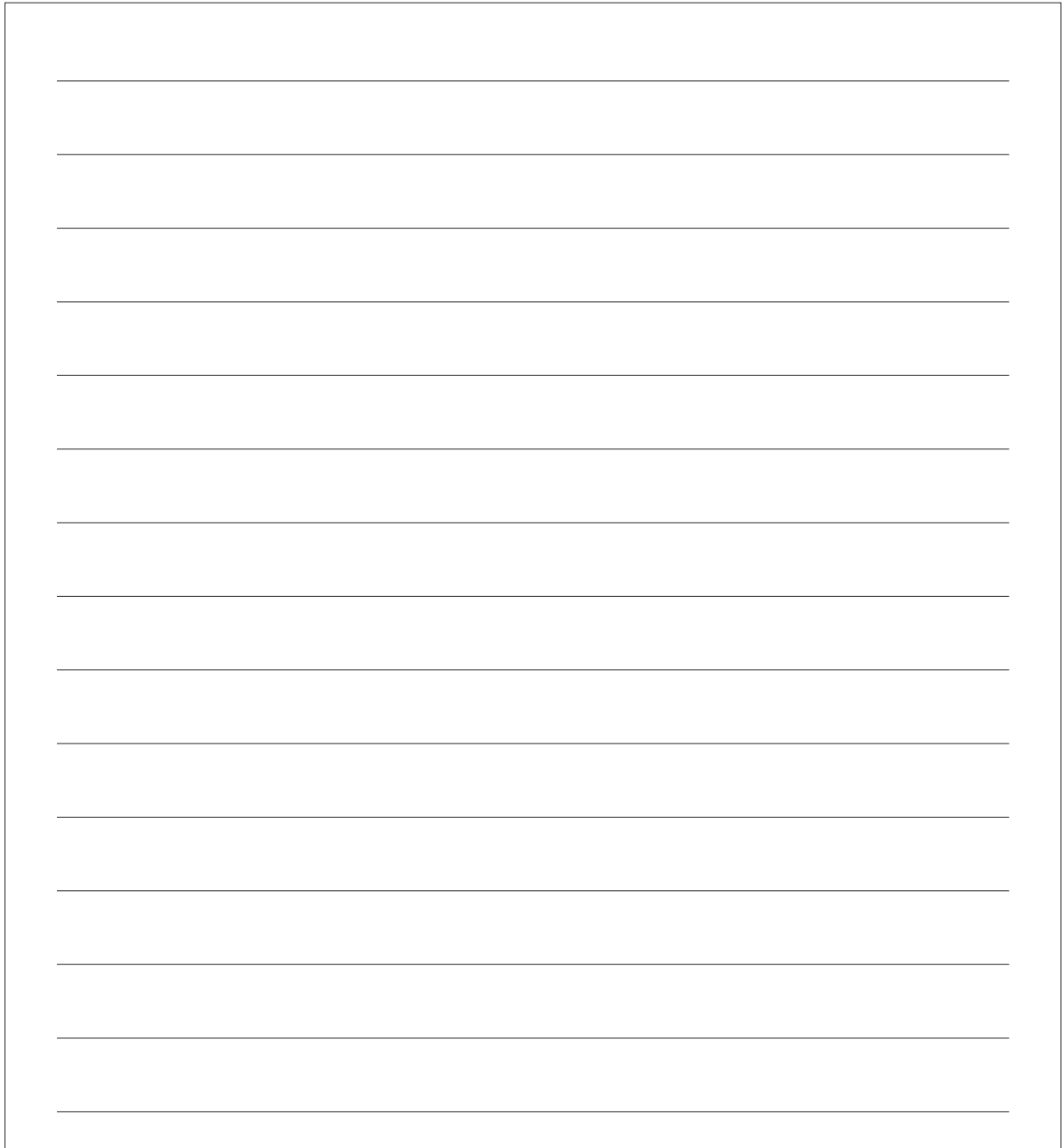


Ask your tutor for a tape.

You will be connected to an answer machine.

- ⇒ **Listen to the tape.**
- ⇒ **Then follow the instructions on the tape to leave a message. Say why you are calling and ask for a copy of the plans. Record your message onto a tape.**
- ⇒ **Which number did (or would) you press? _____**
- ⇒ **When is the People's Forum office open? _____**

- ⇒ **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 the letter.

- ⇒ **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.