

ESOL Skills for Life (3692) Entry 3 Practice Assignment B for single mode assessment



Supermarkets

Assessment Pack for Writing

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Assessment Pack

Administration of the assignment

The assignment must be taken under supervised conditions. This means that all activities will be completed with the assessor, or other designated supervisor, present.

The maximum time allowed for completing the three activities is 2 hours 45 minutes (2 hours 30 minutes plus 15 minutes checking time). Each activity has a **guide** on the time allowed. Any overrunning will mean less time to spend on subsequent activities, so assessors should remind candidates when they have used the allotted time.

Candidates do not have to complete the whole mode in a single session, but must not take it away with them to work on. Candidates may stop at the end of any activity and continue in the next session but must not be rehearsed in the skills to be assessed before completing each activity. If the mode is not completed during a single session, the assessor must sign the work when the candidate stops, and date and sign when the candidate restarts enabling tracking by internal and external verifiers.

The assignment activities have been grouped to enable assessment of single modes/spiky profiles more easily. Candidates may be assisted with aspects which are not being assessed. This means that they can have the instructions explained to them so that they are not penalised here for weaknesses in their reading skills.

Tutors must not teach to the actual assessment activities, but it is expected that candidates will have had a lot of practice in writing in a range of contexts appropriate to the level. By the time the candidates are assessed, they should be aware of what they are to be assessed on (eg in Writing this will include grammatical accuracy, range, spelling, punctuation and appropriate formality as well as conveying information).

If a candidate is unsuccessful in one or more activities, he/she will need further practice in writing before being given another opportunity to demonstrate his/her skills at a later date when he/she is ready. The candidate should take a different assignment from the bank provided by City & Guilds.

As a candidate progresses through the levels, he/she should use an assignment on a different topic.

Preparing the candidate

Before the candidate starts the activities you may wish to introduce the activities.

These activities are about supermarkets and shopping.

Notes on using the mark scheme and assessment records

The Summary Assessment Record acts as a mark scheme and record of achievement. It gives a breakdown of the marks available and descriptions of the performance expected for each mark. Where marks are given in brackets, they are only to be awarded for performance which does not meet the descriptor for the higher marks above. Marks in brackets are set at the level of just meeting the standards at Entry 3.

The higher marks available are to reward performance that exceeds that required at Entry 3. The totals required for success in each activity are set so that candidates with a slight weakness in one area can still achieve if they demonstrate particularly strong skills in another area.

Entry 3 assessment criteria assessed in each activity - for reference only

Writing

3.3.1	plan and draft writing	(in Activity 2)
3.3.2	organise writing in short paragraphs	(A2, 3)
3.3.3	sequence chronological writing at this level	(A2, 3)
3.3.4	write in complete sentences	(A2, 3)
3.3.5	use correct basic grammar (appropriate verb tense, subject-verb agreement)	(A2)
3.3.6	use punctuation correctly (capital letters, full stops, question marks, exclamation marks)	(A1, 2, 3)
3.3.7	spell correctly common words and relevant key words for work and special interest	(A1, 2, 3)
3.3.8	proof read and correct writing for grammar and spelling	(A1, 2)
3.3.9	produce legible text	(A1, 2)

3.1

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Summary Assessment Record for Entry 3 Writing

Candidate's name _____

National Standard	ESOL Reference	Marking guide	Marks
		Activity 1 – Form for the delivery service (writing)	
		Content	
	Ww/E3.5a	Candidate writes correctly the information needed on the form (do not penalise if in wrong place): title, name, address, postcode, telephone number – all correct	1
		Candidate completes special arrangements (accept no or n/a), Points card request, signature and date or two of the above	2 (1)
3.3.6	Ws/E3.3a	Candidate uses initial capital letters for proper nouns and capital letters for postcode	1
3.3.7	Ww/E3.1a-b	Candidate spells all information correctly	2
3.3.8	Wt/E3.4a	or Candidate spells most information correctly (1 or 2 errors)	(1)
3.3.9	Ww/E3.2a	Candidate produces legible text that is fit for its purpose	1
		Total marks for activity 1	<input type="checkbox"/>
		5 out of 7 possible marks required for success Tick if activity 1 Writing successfully achieved	<input type="checkbox"/>
		Activity 2 – Customer comments (extended writing)	
		Content	
3.3.1	Wt/E3.1a-b	Candidate produces a piece of writing with three or more pieces of information about supermarkets	3
3.3.2	Wt/E3.2a	or	
3.3.3	Wt/E3.3a	two piece of information about supermarkets	(2)
3.3.4	Ws/E3.1a	or	
3.3.5	Ws/E3.2a	one piece of information about supermarkets	(1)
3.3.6	Ws/E3.3a	two or more suggestions for changes or improvements	2
3.3.7	Ww/E3.1a-b	or	
3.3.8	Wt/E3.4a	one thing s/he would like to change	(1)
3.3.9	Ww/E3.2a	Candidate writes several paragraphs	1
		Language features	
Grammatical accuracy	Ws/E3.2a	No significant grammatical errors in respect of grammatical structures expected at this level, including complex sentences, word order, appropriate verb tense, subject-verb agreement, adjectives, pronouns, use of definite, indefinite and zero article.	2
		Few errors in respect of grammatical structures expected at this level. Any errors do not impede communication.	(1)
Range	Ws/E3.1a	Candidate uses a range of vocabulary appropriate to the activity, including expressions which show grasp of describing situations, experience and ideas. Uses compound and complex sentences in a way which is appropriate to communication of meaning and structure of message. Uses appropriate adjectives such as “crowded”, “long”, “brighter”, “expensive”	2

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Summary Assessment Record for Entry 3 Writing

Continued

National Standard	ESOL Reference	Marking guide	Marks
		Candidate uses a range of vocabulary adequate for the activity. Candidate uses compound sentences, adjectives in a way which is appropriate to communication of meaning and structure of message. Uses verb forms appropriately: simple present to give factual information about self; simple past or present perfect to describe past experience; would and/or will to give reasons why, verbs such as “I think ...” “I believe ...” “I don’t like...” to express opinion.	(1)
Spelling, punctuation & capitalisation	Ws/E3.3a	No significant spelling errors. Initial capital letters are used consistently in sentence initial position, for proper names and for first person ‘I’. Full stops are used correctly throughout.	2
		The writing has all personal details and familiar common words spelt correctly. Initial capital letters are used consistently in sentence initial position, for proper names and for first person ‘I’. Full stops are used correctly throughout.	(1)
		Total marks for activity 2	<input type="checkbox"/>
		8 out of 12 possible marks required for success Tick if activity 2 Writing successfully achieved	<input type="checkbox"/>
3.3.2 3.3.3 3.3.4 3.3.7 3.3.8	Wt/E3.2a Wt/E3.3a Ws/E3.1a Ww/E3.1a-b Wt/E3.4a	Activity 3 – Article (extended writing) Content Candidate writes a letter that gives relevant information about: – the re-opening or the changes to the supermarket – the free delivery scheme – the Points card and/or the trolley tokens – her/his opinions about events/changes	1 1 1 1
3.3.9	Wt/E3.2a	Candidate writes about a page, organised in short paragraphs	1
Grammatical accuracy		Language features No significant grammatical errors in respect of grammatical structures expected at this level, including complex sentences, word order, appropriate verb tense, subject-verb agreement, adjectives, pronouns, use of definite, indefinite and zero article.	2
		Few errors in respect of grammatical structures expected at this level. Any errors do not impede communication.	(1)
Range	Ws/E3.1a Ws/E3.2a	Candidate uses compound sentences, adjectives in a way which is appropriate to communication of meaning and structure of message. Uses verb forms appropriately: simple present to describe issue; simple past to narrate experiences.	2
		Writing includes some use of compound sentences, adjectives and a variety of verb tenses, not always used appropriately.	(1)
Spelling, punctuation & capitalisation	Ws/E3.3a	The writing has all personal details and familiar common words spelt correctly. Initial capital letters are used consistently in sentence initial position, for proper names and for first person ‘I’. Full stops are used correctly throughout.	2
		The writing has most personal details and familiar common words spelt correctly. Spelling errors do not impede communication. Capitalisation and punctuation are correct in most instances.	(1)

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Summary Assessment Record for Entry 3 Writing

Continued

National Standard	ESOL Reference	Marking guide	Marks
Formality/informality	Ww/E3.2a	The writing is of suitable register (free of marked colloquialisms). Handwriting is neat, legible and free of erasures and corrections.	2
		The writing is of suitable register (free of marked colloquialisms). Handwriting is legible.	(1)
		Total marks for activity 3	<input type="checkbox"/>
		9 out of 13 possible marks required for success Tick if activity 3 Writing successfully achieved	<input type="checkbox"/>

Tick if all Entry 3 Writing activities successfully achieved	<input type="checkbox"/>
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Assessor's name _____ Signature _____ Date _____

Candidate's signature _____ Date _____

Internal verifier's name _____ Signature _____ Date _____