ESOL Skills for Life (4692)
Entry 3 Sample Assignment

www.cityandguilds.com
January 2022
Version 1.2

Creativity

Candidate's Paper
Reading to obtain information

Candidate's name: _____

City & Guilds enrolment number: _____

Date of registration: _____

Date assessment started: _____

Date assessment completed: _____

Summary of achievement:

Reading _____

Activity 1

You have up to 30 minutes to do this activity.

Read the **two** documents and answer the questions.

Document 1

Creativity: 5 Easy Steps To Becoming Creative

Everyone can be creative because everyone has ideas.
Here are 5 simple tips to help you become more creative:

1. **Lower your stress levels.** Take care of little issues and worries before they become big problems. The less stress you have in your life, the more creative you'll become. To reduce stress – avoid caffeine, breathe deeply and relax.

2. **Ask more questions.** Asking questions is a key point of creative thinking. The only way to understand something new is to question the old. Here are some questions to get you thinking:
   - How can I make this better?
   - Why do we do it this way?

3. **Find out what makes you happy.** This should be an easy task, but some people can't think of more than two or three things. If you can only think of a few, try to find more.

4. **Try new things.** Do something that you have never done before. This can be as simple as reading a book on a topic you know nothing about or having a conversation with a person you've never spoken to before. Finding new ways of looking at the world will make life more interesting.

5. **Do something.** This is the step that turns you into a creative person. Thinking about doing something doesn't make you creative. Talking about doing something won't do it. The only way to be a creative person is to actually create something.
Pick up that pencil and draw! Write! Dance! It doesn't matter! DO IT NOW!

Document 2

Write it Right

The site for new writers

Books News Writing Contact Us

Practical Creative Writing Exercises

By Grace Jolliffe

5 out of 5 stars (15 customer reviews)

~~£15.99~~ £10.00 + VAT

Practical creative writing exercises to help you write the story you've always wanted to write. more…

Add to Basket

Book Content	Reviews	**About the Author**

Grace Jolliffe was born in Liverpool, England, but has lived in Ireland for most of her life.

Grace is an award-winning writer of popular teenage fiction. She's written many books which have been published around the world. She's also written several award-winning short films.

Grace loves walking and gardening and her love of nature inspired her series of children's stories. You can find out more about her stories at www.ballyyahoo.com

Grace loves to write and enjoys encouraging others. She developed her website: www.practicalcreativewriting.com to provide information, support and to inspire other writers.

The information she provides on the site has helped thousands of writers and her creative writing exercises have proved so successful that she decided to write her 'Practical Creative Writing Exercises' workbook.

Share …

Answer the questions below using documents 1 and 2.

1. What is the purpose of document 1?
Tick the correct answer

- ☐ To give tips on asking questions.
- ☐ To explain the benefits being happy.
- ☐ To give advice on how to be creative.
- ☐ To help people reduce their problems.

2. Why does the author think that everyone can be creative?

_____

3. Name **two** ways to reduce stress.

1. _____ 2. _____

4. What do people find it difficult to think of?

_____

5. Name **two** creative activities suggested in section five.

1. _____ 2. _____

6. What is the **main** purpose of document 2?
Tick the correct answer

- ☐ To explain how to exercise.
- ☐ To sell a book about writing.
- ☐ To show how to publish a book.
- ☐ To give instructions about reading.

7. How many customers reviewed the book?

_____

8. Name **two** of Grace's hobbies.

_____ and _____

9. What **best** describes the language used in document 2?
Tick the correct answer

- ☐ Official.
- ☐ Informal.
- ☐ Scientific.
- ☐ Humorous.

10. Which image gives information about what readers think about the book?
Tick the correct answer

☐

☐

☐

☐

11. Which features have been used in both documents 1 and 2?
Tick the correct answer

- ☐ Numbers and web links.
- ☐ Web links and bullet points.
- ☐ Bullet points and images.
- ☐ Images and bold text.

12. Put these words from documents 1 and 2 into alphabetical order.

Happiness	questions	creative
AUTHOR	content	EXERCISES
writer		walking

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

13. Look up the meaning of the word **publish** and write the meaning here.

_____

Activity 2
You have up to 30 minutes to do this activity.

Read the completed form. Insert the missing words into the correct space.

Date of birth	Postcode	Email	details
number	First name	Title	Course

Evening class enrolment form
Personal _____
_____: *Mrs* Surname: *Cole* _____: *India* Address: *42 Artist Avenue, Milton* _____: *SS2 1EB* Telephone _____: *01242 627 623* _____: *icole@goodmail.com* _____: *21st Aug 1997* Do you require any special assistance? **Yes / ~~No~~** (please delete) If yes please give details *Wheelchair access required*
_____ details
I am interested in: Music ☑ Drawing ☐ Poetry ☑ Short story writing ☐ Signature of applicant: *India Cole* Date: *12th August*

Answer the questions about the form.

1. What **two** activities is the applicant interested in?

_____

2. When did the applicant sign the form?

_____

Activity 3
You have up to 30 minutes to do this activity.

Read the document and answer the questions.

Crazy for crayons

Reporter: Abigail Potter

The publishing world has been taken by surprise because it seems that colouring isn't just for children. Grown-ups love it too. This year Amazon's top 10 best-seller list contains four colouring books for adults.

Scottish artist, Johanna Basford, has sold around 2 million copies of her two colouring books.

Some see the books as a way to get away from computer screens. Ms Basford calls it a *digital detox*, a way to relieve stress.

When colouring, you have to complete a task which is challenging but not too challenging. It's repetitive but you don't become bored.

The patterns and shapes in these books also play an important part. Colouring in patterns is more relaxing than drawing on a blank page.

Photo:316789250/ Shutterstock.com

One of the most popular books is 'Secret Garden'. Johanna started creating her colouring books in 2013 as a way to relax. Now, her books are available in 14 countries around the world.

"I'm excited and delighted at the success of the books," she said. *"My aim was to make something that I loved and hope that other people like them too."*

Johanna's second colouring book is called 'Enchanted Forest'.

1. What is the document?
Tick the correct answer

- ☐ An email.
- ☐ A leaflet.
- ☐ An article.
- ☐ A webpage.

2. Where is Johanna Basford from?

_____

3. Name **two** books created by Johanna Basford.

_____

_____

4. Which word in the document means the same as grown-ups?

_____

5. What does the word 'repetitive' mean in the context of the document?
Tick the correct answer

- ☐ Repaired.
- ☐ Rewarded.
- ☐ Repeated.
- ☐ Replayed.

6. What does the image show?

_____

7. Which phrase does Johanna Basford use to describe getting away from computers?

_____

8. What **best** describes the purpose of the document?
Tick the correct answer

- ☐ To advertise bookshops.
- ☐ To offer advice on stress relief.
- ☐ To explain why children like colouring.
- ☐ To give information about new books.

9. Which presentation features have been used in the document?
Tick the correct answer

- ☐ Block capitals.
- ☐ Subheadings.
- ☐ Drawings.
- ☐ Columns.

Remember to check all your work. (You have up to 15 minutes to do this.)

Give all your work to your tutor.

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