

ESB Entry Level Award in ESOL Skills for Life (Writing) (Entry 3)

| Assessment criteria | Guide |
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| Task One | |
| 3.1 Complete a form with open and closed responses correctly | Candidate writes personal details in the correct position on a form. |
| 2.6 Spell words correctly | Candidate spells words appropriate to the level and context and key specialist words correctly. Errors do not impede communication. |
| 2.2 Structure main points in short paragraphs | Candidate writes a minimum of 2 paragraphs. |
| Task Two | |
| 1.1 Plan text for the intended audience | Candidate writes a relevant plan. |
| 2.1 Produce content for the intended audience | Candidate uses appropriate register. |
| | Candidate includes relevant information to achieve purpose. |
| 2.2 Structure main points in short paragraphs | Candidate writes a minimum of 2 paragraphs. |
| 2.3 Sequence text chronologically | Candidate organises writing logically using connectives, discourse markers and conjunctions appropriate to Entry Level 3. |
| 2.4 Use grammar correctly | Candidate writes 4 sentences correctly using Entry Level 3 grammar, e.g. simple, compound and complex sentences with correct subject-verb agreement. |
| | Candidate uses Entry Level 3 tenses correctly, including past, present and future tenses, simple and continuous, as appropriate to task. |
| | Errors do not impede communication. |
| 2.5 Use punctuation correctly | Candidate uses Entry Level 3 punctuation correctly – e.g. <ul style="list-style-type: none"> • capital letter for beginning of sentences • capital letter for 'I' • capital letter for proper nouns |

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|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • full stop • question mark • exclamation mark |
| Task Three | |
| 2.1 Produce content for the intended audience | Candidate uses correct layout and conventions for the task. |
| | Candidate uses appropriate register. |
| | Candidate includes relevant information to achieve purpose. |
| 2.3 Sequence text chronologically | Candidate organises writing logically using connectives, discourse markers and conjunctions appropriate to Entry Level 3. |
| 2.4 Use grammar correctly | Candidate writes 4 sentences correctly using Entry Level 3 grammar e.g. simple, compound and complex sentences with correct subject-verb agreement. |
| | Candidate uses Entry Level 3 tenses correctly, including past, present and future tenses, simple and continuous, as appropriate to task. |
| | Errors do not impede communication. |
| 2.5 Use punctuation correctly | Candidate uses Entry Level 3 punctuation correctly - e.g. <ul style="list-style-type: none"> • capital letter for beginning of sentences • capital letter for 'I' • capital letter for proper nouns • full stop • question mark • exclamation mark |
| | Errors do not impede communication. |
| 2.6 Spell words correctly | Candidate spells words appropriate to the level and context and key specialist words correctly. |
| | Errors do not impede communication. |