

ESB Level 1 Award in ESOL Skills for Life (Writing)

Assessment criteria	Guide
Task One	
3.1 Complete a form with open and closed responses correctly	Information required on the form is written correctly. Appropriate responses indicate form filling instructions and conventions have been understood.
2.1 Produce content appropriate to purpose	Candidate includes relevant information to achieve purpose.
2.5 Use punctuation correctly	Candidate uses Level 1 punctuation correctly, e.g. <ul style="list-style-type: none"> • Beginning and end of sentences • Commas in lists, between clauses and after connectives • Apostrophes for possession and omission • Bullet points • Dashes
2.6 Spell words accurately	Candidate spells personal key words correctly.
	Candidate spells words appropriate to the level and context and key specialist words correctly.
	Errors do not impede communication.
Task Two	
2.1 Produce content appropriate to purpose	Candidate uses correct layout and conventions for the task.
	Candidate includes relevant information to achieve purpose.
2.2 Use appropriate language for a given task	Candidate uses appropriate register.
	Candidate uses Level 1 vocabulary and/or idiom correctly.

2.3 Structure text in a logical sequence for purpose	Candidate organises writing logically using connectives, discourse markers and conjunctions appropriate to Level 1.
	Candidate uses paragraphs correctly.
2.4 Use grammar correctly	Candidate writes 5 sentences correctly using Level 1 grammar, e.g. simple, compound and complex sentences with correct subject-verb agreement.
	Candidate uses Level 1 tenses and voice correctly, e.g. past, present and future tenses, simple and continuous, active and passive voice, as appropriate to task.
	Errors do not impede communication.
2.5 Use punctuation correctly	<p>Candidate uses Level 1 punctuation correctly ,e.g.</p> <ul style="list-style-type: none"> • Beginning and end of sentences • Commas in lists, between clauses and after connectives • Apostrophes for possession and omission • Bullet points • Dashes
Task Three	
1.1 Plan text for a specific purpose	Candidate writes a plan which relates to the purpose and topic of the final text.
2.2 Use appropriate language for a given task	Candidate uses appropriate register. Candidate uses Level 1 vocabulary and/or idiom correctly.
2.3 Structure text in a logical sequence for purpose	Candidate organises writing logically using connectives, discourse markers and conjunctions appropriate to Level 1.
	Candidate uses paragraphs correctly.
2.4 Use grammar correctly	Candidate writes 5 sentences correctly using Level 1 grammar, e.g. simple, compound and complex sentences with correct subject-verb agreement.
	Candidate uses Level 1 tenses and voice correctly, e.g. past, present and future tenses, simple and continuous, active and passive voice, as appropriate to task.
	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.