ESB Level 2 Award in ESOL Skills for Life (Writing)

Assessment Criteria	Guide
Task One	
3.1 Complete a form with complex features correctly	Information required on the form is written correctly. Appropriate responses indicate form filling instructions and conventions have been understood.
2.1 Produce content which meets the purpose effectively	Text is of an appropriate register for purpose and audience. Candidate includes relevant information to achieve purpose.
2.5 Use punctuation correctly	Candidate demonstrates correct use of L2 punctuation, e.g. commas, inverted commas and apostrophes. Errors do not impede communication.
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 which meets the purpose effectively	Text is of an appropriate register for purpose and audience. Approximate word count is achieved. Candidate includes relevant information to achieve purpose.
2.2 Use language effectively	Candidate uses a range of L2 vocabulary appropriate to the task and audience.
2.3 Structure text coherently for purpose	Candidate uses format, layout and conventions appropriate to the task. Candidate effectively uses type of paragraphing structure appropriate to the task.
2.4 Use grammar correctly	Candidate writes 5 sentences correctly using a range of L2 grammar e.g. simple, complex and/or compound sentences. Candidate uses Level 2 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	Candidate demonstrates correct use of L2 punctuation, e.g. commas, inverted commas and apostrophes. Errors do not impede communication.

Task Three	
1.1 Plan text for a specific purpose	An appropriate plan is produced which informs the purpose, structure and content of the final text.
2.2 Use language effectively	Candidate uses a range of L2 vocabulary appropriate to the task and audience.
2.3 Structure text coherently for purpose	Candidate uses format, layout and conventions appropriate to the task. Candidate effectively uses type of paragraphing structure appropriate to the task.
2.4 Use grammar correctly	Candidate writes 5 sentences correctly using a range of L2 grammar e.g. simple, complex and/or compound sentences. Candidate uses Level 2 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 accurately	Candidate spells words appropriate to the level and context and key specialist words correctly. Errors do not impede communication.