

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

Assessment Criteria	Guide
<b>Task One</b>	
2.1 Record personal details in a form correctly	Candidate writes information required correctly on the form.
1.5 Use upper and lower case letters correctly	Candidate uses capital letters correctly, e.g. for days, months, names of people and places.
<b>Task Two</b>	
1.1 Present information in an appropriate format for the intended audience	Candidate uses correct layout and conventions for task. Candidate includes relevant information to achieve required purpose.
1.2 Construct simple and compound sentences correctly	Candidate writes a minimum of 3 simple and compound sentences correctly.
1.3 Use adjectives correctly	Candidate uses a range of adjectives appropriate to the context and level.
1.4 Use punctuation correctly	Candidate uses E2 punctuation correctly e.g. full stops and question marks.
1.6 Spell words correctly	Candidate spells E2 words appropriate to the level and context correctly. Errors do not impede communication.
<b>Task Three</b>	
1.1 Present information in an appropriate format for the intended audience	Candidate uses correct layout and conventions for task. Candidate includes relevant information to achieve required purpose.
1.2 Construct simple and compound sentences correctly	Candidate writes a minimum of 3 simple and compound sentences correctly.
1.3 Use adjectives correctly	Candidate uses a range of adjectives appropriate to the context and level.
1.4 Use punctuation correctly	Candidate uses E2 punctuation correctly e.g. full stops and question marks.
1.5 Use upper and lower case letters correctly	Candidate uses capital letters correctly e.g. for days, months, names of people and places.
1.6 Spell words correctly	Candidate spells E2 words appropriate to the level and context correctly. Errors do not impede communication.