

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

Assessment criteria	Guide
<b>Task One</b>	
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.
<b>Task Two</b>	
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"> <li>• capital letter for beginning of sentences</li> <li>• capital letter for 'I'</li> <li>• capital letter for proper nouns</li> </ul>

	<ul style="list-style-type: none"> <li>• full stop</li> <li>• question mark</li> <li>• exclamation mark</li> </ul>
<b>Task Three</b>	
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"> <li>• capital letter for beginning of sentences</li> <li>• capital letter for 'I'</li> <li>• capital letter for proper nouns</li> <li>• full stop</li> <li>• question mark</li> <li>• exclamation mark</li> </ul>
2.6 Spell words correctly	Candidate spells words appropriate to the level and context and key specialist words correctly.
	Errors do not impede communication.