

# ESOL Skills for Life (3692) Entry 2 Assignment for integrated assessment

## **Me and My Community** Candidate's Paper

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

### **Summary of achievement:**

Reading \_\_\_\_\_

Writing \_\_\_\_\_

Speaking and Listening \_\_\_\_\_

## Activity 1 (Reading)

You have up to 30 minutes to do this activity.

### ➤ Read the Newsletter

#### Student Newsletter

##### **Lisa**

I came to college two years ago. My children were grown up and I wanted a new start.

First I studied English and improved my reading and writing. Then I moved on to a computer course and started looking for a job.

The careers adviser helped me find work, first as a part time data-entry clerk but then as a full time office worker with the local council.

##### **Amrit**

I worked as a waiter in my cousin's restaurant until I came to the college. Secretly I wanted to go to university but I needed help with English first.

I already had good qualifications in my own language but I had to write good essays in English as well.

I visited the careers adviser. He helped me to fill in a UCAS application form to study law at university.

Last week I went for an interview. I hope to hear the result soon. Soon I shall be a university student and in a few years a brilliant lawyer.

##### **Stefan**

I could not speak English at all when I arrived in the UK so I enrolled at college on an English course.

The teacher was very good and I soon spoke English better than my brother who came here before me.

The teacher sent me to the careers adviser. The adviser helped me choose an apprenticeship.

I love cars so I chose a career in motor mechanics. I started the training in September.



### ➤ Use your dictionary.

Look up the meaning of the word **adviser**.  
Write the meaning here.

**Answer the questions about the leaflet.**

1. What is the purpose of the newsletter?

**Tick** the correct box

- To give information about courses at college.
- To give advice on choosing courses at college.
- To give information about students at college.

2. When did Lisa start to study at college?

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3. What course did Stefan first study at college?

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4. What is Stefan doing now?

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5. What job did Amrit do before college?

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6. What job does Amrit want in the future?

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7. Who helped Lisa, Stefan and Amrit move on from college?

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## Activity 2 (Speaking and Listening)

You have up to 15 minutes to do this activity.

This activity will be recorded.

- **Introduce yourself. Spell your full name.**
- **Give your address and postcode.**
  
- **Listen to some information and answer the questions.**
- **Ask your tutor for the recording.**

1. Where is the careers department?

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2. What colour is the door next to the main library entrance?

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3. What is the speaker going to make?

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4. Name **two** pieces of personal information you need to give.

1. \_\_\_\_\_

2. \_\_\_\_\_

- **You can listen to the recording up to three times. Answers can be given verbally.**

### Activity 3 (Reading and Writing)

You have up to 15 minutes to do this activity.

➤ **Fill in the form. Use your own details.**



Rose Hill Adult College  
44 West Bank, Rose Hill, BA44 6DD

#### **Careers Department Registration Form**

Title: Mr/Mrs/Miss/Ms (*circle one*) Family name \_\_\_\_\_

First name(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone number \_\_\_\_\_

Date of Birth \_\_\_\_\_

I am interested in  
(tick ✓ one box or more)

employment

apprenticeships

university

voluntary work

other (*please give details*) \_\_\_\_\_

#### **Activity 4 (Writing)**

You have up to 30 minutes to do this activity.

➤ **Produce a short piece of writing about your education.**

Describe

- what you are studying at the moment
- why you are studying.

Write about 50 to 60 words. Use complete sentences.

You can use the space below to plan your writing.

A large, empty rectangular box with a thin black border, intended for students to plan their writing. It occupies the central portion of the page below the instructions.





## Activity 6 (Reading)

You have up to 15 minutes to do this activity.

### ➤ Read the letter.



**Rose Hill Adult College**  
**44 West Bank**  
**Rose Hill**  
**BA44 6DD**

6 January

Dear student,

We are pleased to invite you to a Careers Department Open Day on Tuesday 15 February.

The day starts with a talk by the local careers service at 10 o'clock. You can then meet employers, staff and visitors from universities and employment agencies. You can complete an application form and ask for further information about a range of jobs and courses. We are open until 9 in the evening.

Where to go at the Open Day:

#### **Jobs**

You can find advice on jobs in **the main hall**. You can ask questions about:

- working in offices, hospitals, shops and childcare
- working on building sites, roads, cars and computers
- working for parks, sports centres and the local council.

#### **Training**

To talk about training and apprenticeships go to **the library**.

- You can find out about training courses and qualifications.
- You can ask about university and how to apply.

#### **Voluntary work**

Voluntary work does not pay you but it can be interesting and can lead to paid work later.

Visit **the reading room** next to the library for information about

- care for the elderly or the disabled
- how to run a youth group or a charity shop
- community and the environment.

Please contact the Careers Department on ☎ **0121 478282** or email **Armina@rosehill.ac.com** to book a place.

For more information about Rose Hill Adult College - [www.rosehill.co.com](http://www.rosehill.co.com)

**Answer the questions about the article.**

1. What is the aim of the letter?

**Tick** the correct answer

- To persuade you to get careers advice.
- To invite you to a Careers Open Day at the College.
- To give you instructions to apply for work or training.

2. What date was the letter sent?

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3. What time does the event finish?

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4. Where do you go for information about apprenticeships?

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5. Where is the reading room?

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6. Name **two** ways you can book for the Open Day.

1. \_\_\_\_\_ 2. \_\_\_\_\_



### **Activity 8 (Writing)**

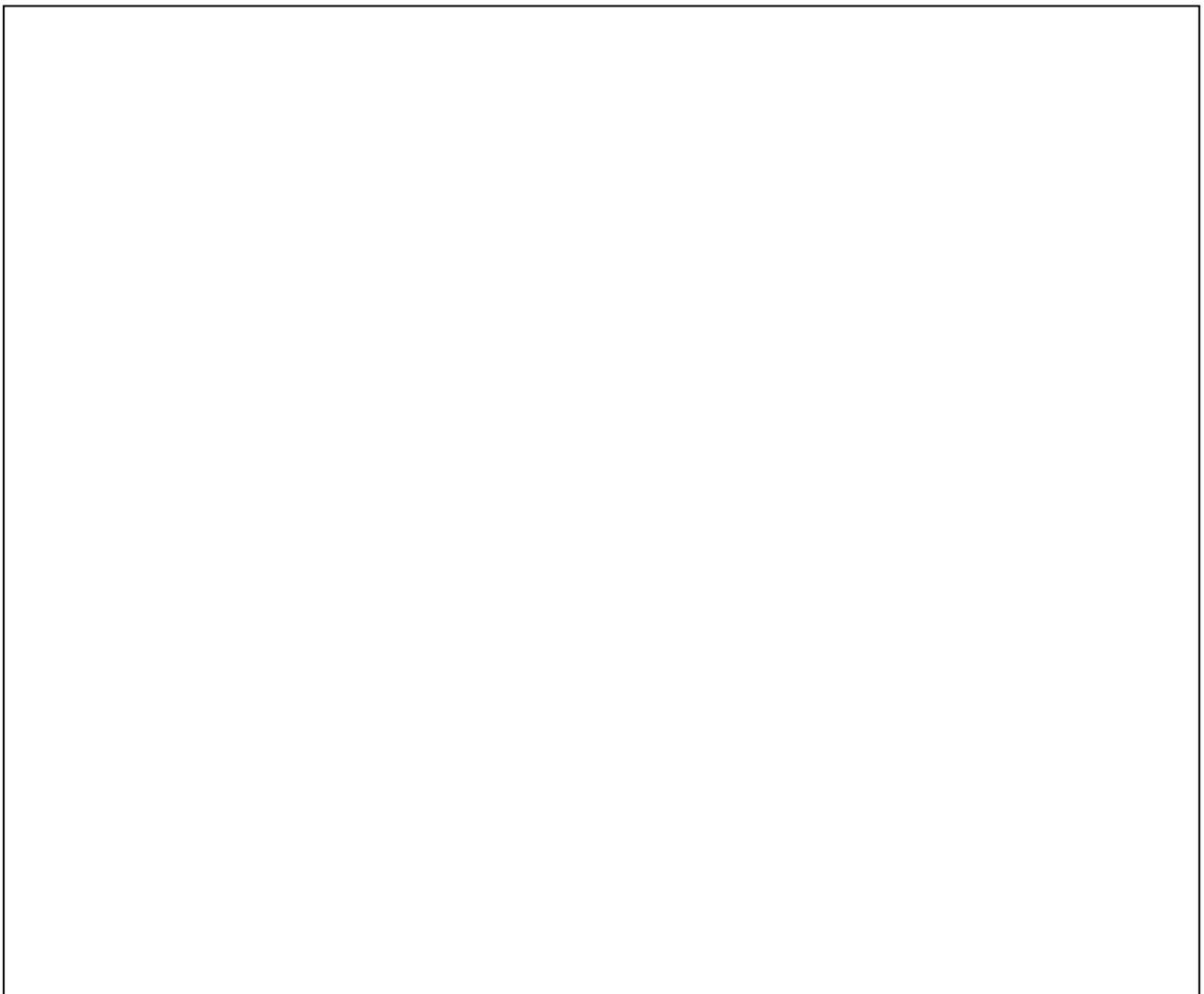
You have up to 30 minutes to do this activity.

- **Write an article for a college or work place newsletter about your experiences.**

Write about

- your past experiences of work or study
- what you like about what you are studying
- what you want to do in the future.

You can use this space to write a rough copy.



- **Check the full stops, capital letters and spelling.**
- **Write your neat copy on the next page or on a computer.**



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