

Essential Skills Wales in Communication

Example Entry 1 controlled task

Spring clean

Candidate's paper

Reading and Writing

Candidate's name:

City & Guilds enrolment number:

Unique Learner Number (ULN):

Date of registration for 3868:

Date assessment started:

Date assessment completed:

Candidate instructions

Make sure you understand these instructions before you start.

What to do if you need help

Ask your assessor/tutor if you need help with the instructions.

End of assessment

When you have finished or done as much work as you can:

1. Check you have put your name and details on the cover of this assessment paper.
2. Make sure you sign the declaration at the back of this assessment paper.
3. Hand your work to your assessor/tutor.

Speaking and listening

As well as completing this assessment, you also need to take part in at least two speaking and listening activities.

Task 1

A leaflet is posted through your door.

Read this leaflet.

A MAN WITH A VAN

Do you need someone to take rubbish away?

Do you need someone to carry your shopping?

Do you need someone with a van to move large or heavy items?

You need Dave!

 09876 54321

**FREE QUOTES,
REASONABLE RATES**

1. What is the purpose of this leaflet?

Dave sent the leaflet to:

- warn about heavy items
- inform about rubbish
- advertise for work
- tell a friend about a van.

2. Name **two** things the leaflet says Dave will do.

.....

.....

3. How can you contact Dave?

.....

4. Find the meaning t of the word QUOTE. What is the meaning?

.....

Task 2

You receive this email from your friend.

Hi

I cleaned my flat on Saturday. I put all the newspapers, bottles and cans in the recycling bin. Then I sorted out all my old clothes and took them to the charity shop. I was worn out!

Now I need to go shopping for some new clothes.

What did you do last weekend?

Sam

Now answer these questions.

1. Name **two** things Sam put in the recycling bin.

.....

.....

2. What does Sam need to buy?

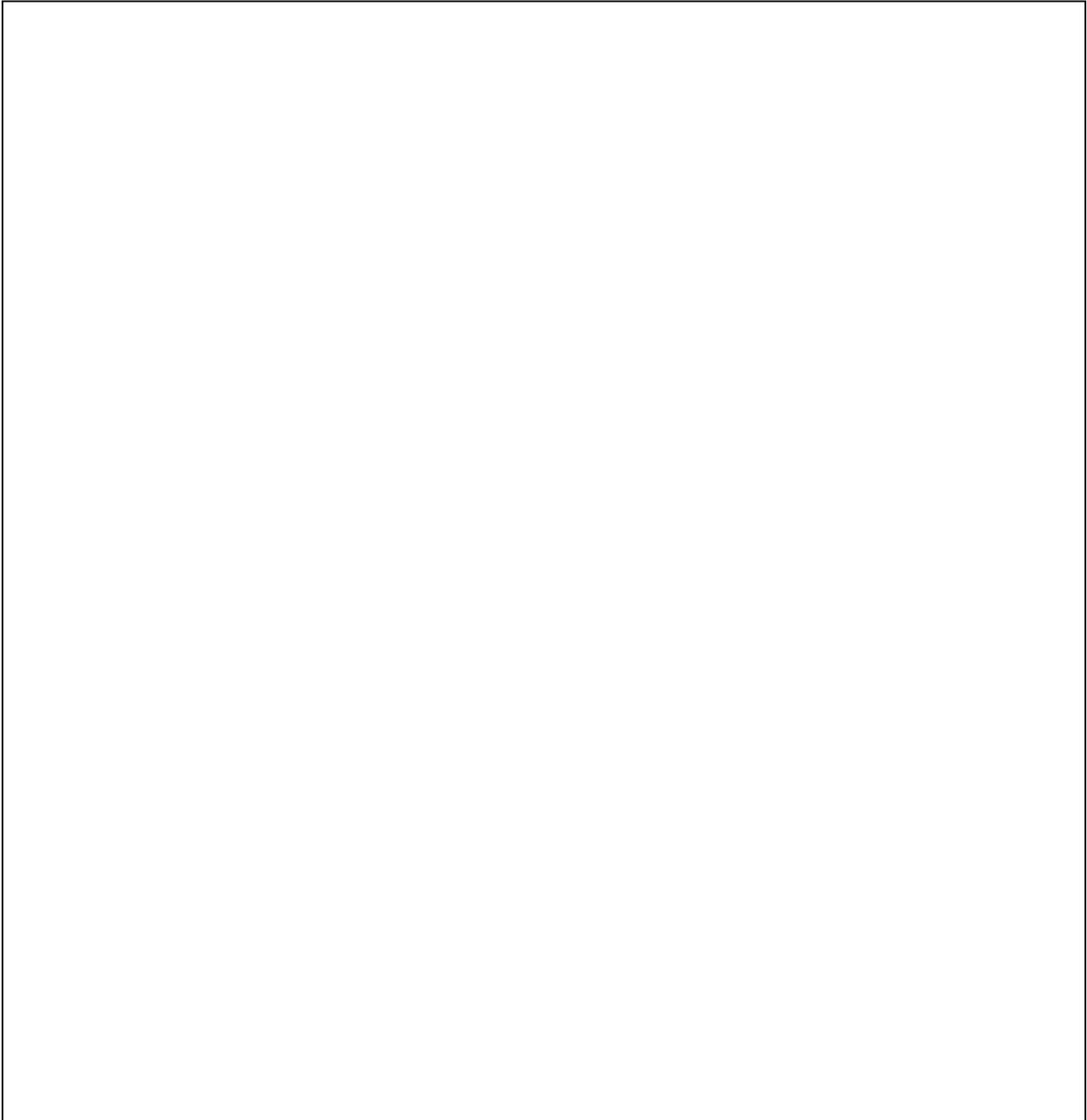
.....

Task 3

Draft a reply to Sam.

Draft your reply. You can write a note or an email.

Use this space to plan your answer. Remember to use complete sentences.

A large, empty rectangular box with a thin black border, intended for the student to draft their reply to Sam. The box is currently blank.

Remember to check your work.

Declarations

The candidate and assessor declarations **must** be completed.

Candidate name: _____

Candidate declaration:

I confirm that this assessment is entirely my own work.

Candidate signature _____ Date _____

For centre staff and City & Guilds' use only

Assessor declaration:

I confirm that the candidate has met / not met (as applicable) the standard required by this assessment and has achieved all of the requirements for this Essential Skills Wales qualification. Assessment was conducted under the specified conditions, and is valid, authentic, reliable, current and sufficient.

Assessor signature _____ Date _____

Internal verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) the standard required by this assessment and has achieved all of the requirements for this Essential Skills Wales qualification. I have internally verified this work.

Internal verifier signature _____ Date _____

External verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) the standard required by this assessment and has achieved all of the requirements for this Essential Skills Wales qualification. I have externally verified this work.

External verifier signature _____ Date _____

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