

UNIVERSITY OF CAMBRIDGE ESOL EXAMINATIONS
English for Speakers of Other Languages

**Cambridge ESOL Entry 3 Certificate in ESOL Skills for
Life [Writing]**

SAMPLE PAPER
November 2004

1 hour

TIME 1 hour

Do not open this paper until your teacher tells you to.

You have **1 hour** to answer these questions.

Write clearly in **pen**, not pencil.

Write on the question paper.

Each task tells you:

- how much to write
- how much time to spend
- how many marks you can get.

Task 1**(About 15 minutes)**

Two of your friends are getting married. You would like to organise a celebration at your local community centre. You decide to book a room.
Complete the booking form below.

Somerby Community Centre	
Name:	
Address:	
Tel No.	
Date of Activity:	
Time of Activity:	
No. of people attending:	
Reason for room booking: <i>Please explain why you need the room. Write 20 - 30 words. Use sentences.</i>	

(Total: 9 marks)

Task 2

(About 20 minutes)

You received this email from your friend Sara.

*Hi.
As you know, I am not working at the moment. So I have more free time.
Can you tell me about the Community Centre you go to? I would like to
meet other people with small children and practise my English too.
Would the Community Centre be a good place for me?
What do you think?
Thanks
Sara*

Write a reply to the email answering Sara's questions.

Write about 80 words.

To...	Sara@hotmail.com
Cc...	
Subject:	Re: Community Centre
<div style="border: 1px solid gray; height: 400px; width: 100%;"></div>	

(Total: 9 marks)

Entry 3 Task 3

Sample Script

You see this advertisement in your local community centre:

**Volunteers wanted to help in the Community Centre.
Any skills useful, especially languages.
Apply to George Clay, Centre Manager.**

Write a letter to Mr Clay applying for the work. In your letter, tell Mr Clay about your

- experience
- skills
- knowledge of languages.

You should also tell him when you are available for work.

You do not need to write the address or the date.

Write about 120–150 words.

Dear Mr Clay,

My name is xxx. I live in area called Neasden. Today I saw your advertisement in our community Centre and I would like to find a job in your company.

I have worked as a nurse five years ago in my Country, Albania. Now I'm housewife and I want to find a job. I have leard English for tree years and I pased all my Exsams. I am quite person, I like to work hard, I love looking after children.

I'm looking forward to hearing from you soon.

Best wishes

Marks W 2/3 S 3/6 T 3/6 total = 8/15

Examiner's comments

Word

The handwriting is legible. There are a few problems with spelling eg 'pased', 'leard', but these would not cause the reader undue confusion or annoyance. There is evidence of use of vocabulary appropriate to the task, e.g. 'nurse', 'housewife'.

Sentence

There is some evidence of ability to link simple sentences with 'and'. Punctuation is generally accurate with capital letters at the beginning of sentences and a full stop marking the end. However, there is incorrect use of commas in one section i.e. 'I am quite person, I like to work hard, I love looking after children.'

Text

All the points in the question have been addressed but not developed. If the word requirement had been adhered to a more detailed letter might have been written which could have given the reader more information about the candidate's experience, skills and knowledge of languages, which would have enabled the reader to judge better the suitability of the candidate for the position. This could then have been a more successful task and consequently attracted a higher mark.