ASSESSMENT OF SKILLS
for placement in
Elementary English Language Skills 10753
& Certificate I in Basic English Language Skills 10748

ENROLMENT INSTRUCTIONS

To enrol in an ESOL course you need to:

1. Complete your Enrolment Application Form
2. Complete your reading and writing tasks (Part A and Part B)
3. Attach your Payment (OTEN Handling Charge)

☑ Tick the boxes when you do these 3 things.

Send all these together to:

OTEN
51 Wentworth Road
Strathfield NSW 2135
This Assessment of Skills will help us choose the best course for you. We want to enrol you in an English course that is suitable to you.

**Which course do you think is best for you?**

**Course in Elementary English Language Skills**
*Choose this course if you have little or no English.* ☐

**Certificate I in Basic English Language Skills**
*Choose this course if you have studied a little English before or have lived in Australia for some time. It is still at beginner level.* ☐

Your answer to this question and your Assessment of Skills will help us to enrol you in a course that is not too easy and not too difficult for you.

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**A - Personal details**

- There are two parts to this assessment

**B - Reading and writing**

- Read the instructions slowly and carefully.

- Please use a pen to write your answers.

- Write the answers *by yourself*. We want to know your level of English so we can enrol you in the best course.

- Please do as much as you can from Part A and Part B
PART A - PERSONAL DETAILS

• Please fill in as much information as you can.

Please PRINT your information or tick ☑ the box.

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

☑ Male  ☐ Female  
Date of Birth / / Age

Address

|                  |
|                  |
|                  |

Postcode

Phone Number (Home) (Other Contact Number)

( ) ( )

Email Address

Please tell us a good day and time when we can phone you for an interview

Your Country of Birth

When did you arrive in Australia?

Month: Year:
Are you an Australian Citizen?  
☐ YES  
☐ NO

Are you a permanent resident?  
☐ YES  
☐ NO

If YES, when did you become a permanent resident? _______

What language(s) do you speak?

What language(s) do you write?

<table>
<thead>
<tr>
<th>EDUCATION</th>
</tr>
</thead>
</table>

What education and training have you had?

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Overseas</th>
<th>In Australia</th>
<th>Total years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary/Secondary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical/Trade</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>University degree</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Diploma</td>
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</tbody>
</table>

What year did you finish school (Primary/Secondary)?  

What year did you finish your other studies?  

Did you learn English before you came to Australia?  

How long did you learn?  

Have you learnt English in Australia? ______

Where?_________________ How many hours? _________

Did you study the book “It’s Over to You”? ______

Where did you find out about the OTEN courses?
TAFE information ☐ Friend or family ☐
Newspaper ☐ Navitas ☐
Centrelink ☐ Other__________________ ☐

Do you plan to study other courses with OTEN in the future? Yes ☐
No ☐
Which course would you like to do?
• English for further study ..................... ........................... ☐
• Pronunciation .................................................... ☐
• Career / Vocational Course (eg. Hospitality, Computer skills etc.)... ☐
• University course (eg Engineering, Nursing) ............................. ☐
<table>
<thead>
<tr>
<th>WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>What work did you do in your country?</td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>What work have you done in Australia?</td>
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<tr>
<td></td>
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<tr>
<td>Are you working now?</td>
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<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td>What sort of work would you like to do in the future?</td>
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</tbody>
</table>
PART B - READING and WRITING

- Do as many of these exercises as you can.
- Stop when something is too difficult.

1. Read this page from Jenny’s diary.

<table>
<thead>
<tr>
<th>September</th>
<th>Friday 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 10</td>
<td>Send assignment to OTEN</td>
</tr>
<tr>
<td>8:00 – Andrew goes to school early</td>
<td>Buy stamps at post office</td>
</tr>
<tr>
<td>Lunch with Penny – about 12:30</td>
<td></td>
</tr>
<tr>
<td>Tuesday 11</td>
<td>Saturday 15</td>
</tr>
<tr>
<td>Stephen’s birthday – buy chocolates</td>
<td>Shop for lunch tomorrow</td>
</tr>
<tr>
<td>Make appointment to see doctor</td>
<td>Wash car</td>
</tr>
<tr>
<td>Wednesday 12</td>
<td>Take kids to cinema in afternoon</td>
</tr>
<tr>
<td>Work on assignment</td>
<td>Sunday 16</td>
</tr>
<tr>
<td>Call about car – 9988 7766</td>
<td>Mum &amp; Dad coming for lunch</td>
</tr>
<tr>
<td>Thursday 13</td>
<td>Notes</td>
</tr>
<tr>
<td>Claire – basketball practice after school</td>
<td></td>
</tr>
</tbody>
</table>

Answer these questions:

1. What time does Andrew go to school on Monday?

2. When will Jenny send her assignment to OTEN?

3. What is Jenny giving Stephen on his birthday?

4. What sport does Claire play?

5. Who is Jenny having lunch with on Sunday?
Dear Andy,

I hope you are well. I am very well and happy in Australia. We arrived one year ago. Now I am doing an English for Further Study course. I am studying very hard. Next, I want to do a bridging course for engineers because my English is not good enough as yet to get a job.

It is easier to learn English in Australia. I can see and hear English everywhere around me. Our teacher tells us to practise everyday. Every night I watch TV. It’s very difficult but I can understand more than before. I record the news on video so I can watch it again.

There is a very good library near my flat. I borrow books from there. I also borrow CDs and DVDs from my TAFE library. You know how much I like to listen to my favourite songs and write the words.

My neighbours are friendly and we always speak a little when we see each other. Sometimes I don’t understand them. It doesn’t matter. They are very patient! They are happy to repeat things.

My wife and I go to the movies a lot. The tickets are half price on Tuesdays. I also read the newspaper every day. That’s all my news just now, my friend. Please write soon.

Kind regards

Ivan Kovacs

Questions

1. Who wrote this letter? ____________________________

2. Is the letter to his friend? ☐ his teacher? ☐ his mother? ☐ (tick one)

3. Why is Ivan studying English? ____________________________
2 (continued)
4. What does Ivan do when he is away from class to improve his English?
   (Name 3 things)
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
5. Why do Ivan and his wife go to the movies on Tuesdays?
   __________________________________________________________
6. What year did Ivan arrive in Australia?
   __________________________________________________________

3. Look at this envelope with the address.

![Envelope with address](image)

Mr Paul Chang
1/5432 Wentworth Road
Strathfield  NSW 2135

Write your name and address on this envelope:
4. **Write a short letter to a friend (between 40 and 60 words)**

Tell your friend about your life these days.

Use the lines provided on this page.

This is the end of my reading and writing tasks.

I completed these tasks alone. This is all my own work.

________________________SIGNATURE___________________DATE