ENROLMENT INSTRUCTIONS

To enrol in an ESOL qualification 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

or fill in the Exemption section of the Enrolment Application Form

☐ 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 qualification for you. We want to enrol you in an English qualification that is suitable to you.
Which qualification do you think is best for you?

Statement of Attainment in ESOL (Level 3) ☐

Certificate II in ESOL (Level 4) ☐

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.

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>
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<tbody>
<tr>
<td>Family Name</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>☑ Female</td>
</tr>
<tr>
<td>Address</td>
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<tr>
<td></td>
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<tr>
<td>Phone Number (Home)</td>
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Please tell us a good day and time when we can phone you

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?

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**EDUCATION**

What education and training have you had?

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

Have you learned English at in Australia with TAFE? ______

Name of Qualification ____________________________

Where? _________________ When? _________________

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

Do you plan to study other courses in the future?  Yes ☐  No ☐

Which course would you like to do?
- English for Further Study…………… ……………… ……… …… ☐
- Pronunciation…………… ……………… ………………… ☐
- Career/Vocational Qualification (eg. Hospitality, Computer skills etc.)…. ☐
- University course (eg Engineering, Nursing) …………………… ☐
WORK

What work did you do in your country?

What work have you done in Australia?

Are you working now?

What sort of work would you like to do in the future?
PART B - READING and WRITING

PO Box 172
Broken Hill NSW 2880
11th November 2010

Dear Eve

Thanks for your letter! Sorry I haven’t written in a while, but things have been a bit rough out here. The drought is really bad. We don’t get any useful rain, just the occasional fierce electric storm. We lost all our apricots in a hailstorm early last month and our young vines were also damaged. It was really depressing after all our hard work, but that’s farming for you!

I’ve also had a couple of unexpected visits to Adelaide! My brother-in-law died so I had to go to Adelaide for the funeral. I spent a week there. I’d just got back home when I started getting chest pain and I was rushed by ambulance to the local hospital. I spent 5 days there before being flown back to Adelaide by the Royal Flying Doctor Service. I was given an angiogram there and a few tests. The good news is that my arteries weren’t blocked and the pain was probably stress related. I’m not surprised! All the problems on the farm must be affecting my health! I hope things improve next year.

You asked about my jams. I’ve stopped bottling them for a while. Sam started work on the kitchen, putting up new shelving and putting in more cupboards, and then things got busy on the farm and he hasn’t had time to finish the job. So now we have a half-finished kitchen with no storage space! It’s impossible to do any bottling in there. You mentioned you might have some work done on yours. Have you started yet? It’s a messy business! You have been warned!

How’s work? Things didn’t sound too good in your letter. I hope everything has settled down now. What are you doing after Christmas? Why don’t you come up and stay! We’d love to see you! The kitchen should be ready by then! If you’re coming, just drop us a line or give us a ring.

Till we hear from you - warm regards from us both.

Paula and Sam
1. **Answer the questions below.**

   a. Why did Paula write to Eve? Give 1 reason.

   ______________________________________________________________

   b. What problems have they had on the farm?

   ______________________________________________________________

   ______________________________________________________________

   c. What problems has Paula had with her own health?

   ______________________________________________________________

   d. Do you think Paula enjoyed having her kitchen renovated?

   What does she say to Eve about kitchen renovations?

   ______________________________________________________________

2. **Read through Paula’s letter again.**

   She has included the most common stages of an informal letter.

   Tick the following stages as you find them.

   □ her address
   □ the date
   □ an acknowledgment of Eve’s letter
   □ a salutation or greeting
   □ an apology and reasons for not writing
   □ Paula’s own news
   □ a response to a question in Eve’s letter
   □ some questions for Eve
   □ a plan for a future meeting, in this case, an invitation to come and stay
   □ a closing
   □ her signature
3. Complete the sentences by choosing one of the linking words in the brackets.

a. I’m sorry it has taken me so long to write to you (besides, but, so) I’m sure you’ll forgive me when you hear the reason!

b. Things have been very busy at work and home (before, so, why) I haven’t had time to write to my friends.

c. I was sitting down to write this letter (since, until, when) the telephone rang.

d. This time it was my boss who was calling me (and, then, because) wanting me to do some overtime.

e. I should have said ‘no’ to him (even though, but, so that) I didn’t because the money comes in handy.

f. Working overtime is the main reason (for, owing to, why) I have had so little time to stay in touch with my friends.

4. Eve has written a short reply to Paula’s letter.

Complete Eve’s reply using the questions below:

- And will you be able to take things easy for a while?
- Did you get any?
- Are you feeling better now?
- Are you sure you can manage having a visitor so soon after Christmas?
- What do you think?
- If so, has it made any difference?
- Why don’t we wait until after Christmas?
Dear Paula

I was really sorry to read that you had had such a bad time on the farm what with the drought and hail. Yes, I’m sure things will improve. They seem to think there is some rain on the way. In fact we had some good rain here over the weekend.

(a) ________________________________________________________________
(b) __________________________________________________________________________ I really hope so!

I was sorry too to hear about your health problems.

(c) __________________________________________________________________________
(d) __________________________________________________________________________
You really need to take care.

Thank you so much for your invitation to stay. (e) __________________________________________________________________________
____________________________________________________________________________
It’s always a busy time for you. I could come in the first or second week of January, but we don’t need to make a definite plan right now. I’ve got a suggestion (f) __________________________________________________________________________
____________________________________________________________________________
See how you both are, and then if you still feel like some company, I’ll come!
____________________________________________________________________________
I won’t have any problems getting time off as the work shuts down for three weeks over Christmas.

Take care of yourself.

This is the end of my reading, writing and listening tasks.

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

SIGNATURE ___________________________________ DATE __________