

The following areas may be covered in an ESOL for Work Reading and Listening, Writing or Speaking test. Please note that the ESOL for Work Entry 3 and Level 1 tests cover similar lexical areas, functions and tasks and there is some overlap in the lower level grammatical areas.

TOPIC AREAS, FUNCTIONS AND COMMUNICATIVE TASKS

Personal identification, giving and receiving information

- Greeting people and responding to greetings
- Introducing oneself and other people
- Asking for and giving personal details (name, occupation, etc.)
- Asking about and describing interests and leisure activities
- Asking about and describing future plans
- Asking about and describing education, learning experiences, qualifications training courses and skills
- Describing people (personal appearance, qualities)
- Asking about and describing jobs and responsibilities
- Asking about and describing a company and its organisation, staff etc.
- Completing forms with personal or job details
- Understanding and writing letters which give personal details
- Making job applications
- Understanding and writing simple CVs
- Understanding references

The office, general work environment and routine

- Describing daily routine and common work practices
- Arranging and re-arranging appointments
- Planning future events and tasks
- Confirming and/or changing plans
- Asking for and giving permission
- Giving and receiving instructions
- Predicting and describing future possibilities
- Asking for and giving opinions: agreeing and disagreeing
- Making, accepting and rejecting suggestions or recommendations

- Making and granting/refusing requests
- Giving and responding to advice
- Expressing needs and wants
- Discussing problems
- Justifying decisions and past actions
- Understanding and producing work/office communications (reports, letters, memos, signs, notices etc.)

Relationships with employers, colleagues and customers

- Inviting, making, accepting and refusing offers and invitations
- Asking/telling people to do something
- Thanking and expressing appreciation
- Giving warnings and prohibitions
- Welcoming a visitor
- Apologising and accepting apologies
- Making and receiving enquiries, reservations, orders and bookings
- Asking about and explaining errors
- Making and receiving complaints

Using the telephone

- Answering the phone and making a phone call
- Giving and interpreting numerical data, common abbreviations and acronyms (as used in international business)
- Exchanging information
- Taking messages

Health and safety

- Understanding basic health and safety rules in the workplace
- Discussing leisure activities, interests and sports
- Producing basic instructions and notices
- Organising training courses

Buying and selling

- Asking for and giving information about a product or service
- Understanding and discussing prices and delivery dates, offers and agreements

- Making, accepting and rejecting offers
- Making agreements
- Expressing preferences

**Work systems and processes,
workplace structures**

- Describing jobs and workplaces
- Exchanging information on workplace facilities
- Basic understanding and explaining a company's production, ordering and delivery systems
- Understanding and explaining basic processes where one works (e.g. promotion)
- Describing how to operate things

Products and services

- Describing and presenting products
- Explaining how something works
- Asking for and giving information about a product or service
- Making comparisons, expressing opinions, preferences, etc.
- Making and receiving complaints
- Apologising and accepting apologies
- Describing and explaining cause and result, and giving reasons

Training

- Selecting and attending training courses
- Selecting/hiring venues for training
- Evaluating training

**FUNCTIONS, NOTIONS AND
COMMUNICATIVE TASKS
(GENERAL)**

- Asking for repetition and clarification
- Re-stating what has been said
- Checking on meaning
- Interrupting a conversation
- Starting a new topic
- Changing the topic
- Resuming or continuing the topic
- Counting and using numbers
- Asking and telling people the time, day and/or date
- Asking for and giving information about routines and habits
- Giving information about everyday activities
- Talking about what people are doing at the moment
- Talking about past events and states in the past, recent activities and completed actions
- Understanding and producing narratives
- Reporting what people say
- Talking about future or imaginary situations in a basic way
- Talking about future plans or intentions
- Making predictions
- Expressing (in)ability in the present and in the past
- Talking about (im)probability and (im)possibility
- Expressing degrees of certainty and doubt in a basic way

INVENTORY OF GRAMMATICAL AREAS

Verbs

regular and irregular forms

transitive and intransitive

Modals

can (ability; requests; offers; permission)

could (ability; possibility; polite requests)

would (polite requests and offers; conditionals)

will (offers; future intention; requests)

shall (suggestion; offers)

should (advice)

may (possibility; polite request)

might (possibility)

have (got) to (obligation)

ought to (obligation)

must (obligation; necessity)

mustn't (prohibition)

need (necessity)

needn't (lack of necessity)

used to + infinitive (past habits)

Tenses

Present simple: states, habits, systems and processes (and verbs not used in the continuous form)

Present continuous: future plans and activities, present actions

Present perfect simple: recent past with *just*, indefinite past with *yet*, *already*, *never*, *ever*; unfinished past with *for* and *since*

Past simple: past events and narratives, reported speech

Past continuous: parallel past actions, continuous actions interrupted by the past simple tense

Past perfect simple: narrative

Future with *going to*

Future with present continuous and present simple

Future with *will* and *shall*: offers, promises, predictions, etc.

Verb Forms

Affirmative, interrogative, negative

Imperatives

Infinitives (with and without *to*) after verbs and adjectives

Gerunds (*-ing* form) after verbs and prepositions

Gerunds as subjects and objects

Passive forms: present and past simple

Verb + object + infinitive
give/take/send/bring/show +

direct/indirect object

Causative *have/get*

So/nor with auxiliaries

Compound Verb Patterns

High frequency phrasal verbs/verbs with prepositions

Conditional Sentences

Type 0: *An iron bar expands if/when you heat it.*

Type 1: *If you do that again, I'll leave.*

Type 2: *I would tell you the answer if I knew it.*

If I were you, I wouldn't do that again.

Simple Reported Speech

Statements, questions and commands:
say, ask, tell

He said that he felt ill.

I asked her if I could leave.

No one told me what to do.

Indirect and embedded questions: know, wonder

Do you know what he said?

I wondered what he would do next.

Interrogatives

What, What (+ noun)

Where; When

Who; Whose; Which

How; How much; How many; How often; How long; etc.

Why (including the interrogative forms of all tenses and modals listed)

Nouns

Singular and plural (regular and irregular forms)

Countable and uncountable nouns with *some* and *any*

Abstract nouns

Compound nouns

Complex noun phrases

Genitive: 's & s'

Double genitive: *a friend of theirs*

Pronouns

Personal (subject, object, possessive)

Reflexive and emphatic: *myself*, etc.

Impersonal: *it*, *there*

Demonstrative: *this*, *that*, *these*, *those*

Quantitative: *one*, *something*, *everybody*, etc.

Indefinite: *some*, *any*, *something*, *one*, etc.

Relative: *who*, *which*, *that*, *whose*

Determiners

a + countable nouns

the + countable/uncountable nouns

Adjectives

Colour, size, shape, quality, nationality

Predicative and attributive

Cardinal and ordinal numbers

Possessive: *my*, *your*, *his*, *her*, etc.

Demonstrative: *this*, *that*, *these*, *those*

Quantitative: *some*, *any*, *many*, *much*, *a few*, *a lot of*, *all*, *other*, *every*, etc.

Comparative and superlative forms (regular and irregular): *(not) as . . . as*, *not . . . enough to*, *too . . . to*

Order of adjectives

Participles as adjectives

Compound adjectives

Adverbs

Regular and irregular forms

Manner: *quickly*, *carefully*, etc.

Frequency: *often*, *never*, *twice a day*, etc.

Definite time: *now*, *last week*, etc.

Indefinite time: *already*, *just*, *yet*, etc.

Degree: *very*, *too*, *rather*, etc.

Place: *here*, *there*, etc.

Direction: *left*, *right*, *along*, etc.

Sequence: *first*, *next*, etc.

Sentence adverbs: *too*, *either*, etc.

Pre-verbal, post-verbal and end-position adverbs

Comparative and superlative forms (regular and irregular)

Prepositions

Location: *to*, *on*, *inside*, *next to*, *at (home)*, etc.

Time: *at*, *on*, *in*, *during*, etc.

Direction: *to*, *into*, *out of*, *from*, etc.

Instrument: *by*, *with*

Miscellaneous: *like*, *as*, *due to*, *owing to*, etc.

Prepositional phrases: *at the beginning of*, *by means of*, etc.

Prepositions preceding nouns and adjectives: *by car*, *for sale*, *at last*, etc.

Prepositions following

(i) nouns and adjectives: *advice on*, *afraid of*, etc.

(ii) verbs: *laugh at*, *ask for*, etc.

Connectives

and, *but*, *or*, *either . . . or*

when, *while*, *until*, *before*, *after*, *as soon as where*

because, *since*, *as*, *for*

so that, *(in order) to*

so, *so . . . that*, *such . . . that*

if, *unless*

although, *while*

SUMMARY OF MAIN LEXICAL AREAS

- Administration
- Advertising
- Education and qualifications
- Catering and food hygiene
- Communication
- Company structure and processes
- Computing and IT
- Construction
- Cultural issues, equality and diversity
- Customer care
- Daily life
- Dates
- Entertainment and media
- Environment
- Food and drink
- Geographical description (towns/regions/countries)
- Hobbies and leisure activities
- Hotels and restaurants
- Health and safety in the workplace
- Health and social care, medicine, hospitals
- Money and prices
- Office/workplace equipment
- Office/workplace maintenance
- Payment systems and incentive schemes
- Personnel, Human Resources and recruitment
- People (personal appearance, qualities, etc)
- Personal feelings, opinions and experiences
- Personal identification
- Premises, places and buildings
- Production and manufacturing
- Products and services
- Relations with other people
- Retail, consumer goods, shopping and prices
- Social interaction
- Training and training courses
- Transport and delivery
- Travel, tourism and hospitality