

New to ESOL screening record

Name of interviewee	
Name of interviewer	
Date	

N.B. Please use this record sheet with the screening guidance, interview questions, reading and writing tasks.

RECORD SHEET: Tick the most applicable box for each prompt/task. There is space for additional notes under each section. You may need to gather background information from a caseworker, family member or an interpreter.

Section 1: Background information and SPEAKING AND LISTENING

	Prompt questions	New to ESOL	Entry 1 Emerging	Entry 1 Consolidating	Entry 1 Established
1.	What's your name?				
2.	Can you spell your name?				
3.	Where are you from?				
4.	How long have you been in the UK?				
5.	Do you have a job?				
6.	Did you have a job in your country?				
7.	Did you go to school in your country?				
8.	What do you want to learn in English?				

NOTES: Background information and SPEAKING AND LISTENING

Section 2: READING (Entry Level 1)

	Prompt questions	New to ESOL	Entry 1 Emerging	Entry 1 Consolidating	Entry 1 Established
9.	Task 1 – Social sight vocabulary How many signs can they read?				
10.	Text 2 – Alphabet sheet a) Can they read and say all the letters. b) Do they know the sounds of the letters?				
11.	Task 3 – Form Can they read the words on the form?				
12.	Task 4 – Reading text Can they read the text?				

Section 3 – WRITING (Entry Level 1)

	Prompt questions	New to ESOL	Entry 1 Emerging	Entry 1 Consolidating	Entry 1 Established
13.	Task 3 - Form Can they write?				

NOTES: READING AND WRITING (*Please include observations on letter formation, handwriting, spelling, etc. and attach a copy of the writing*)

Recommendations and follow up action

e.g. *referral to local ESOL provider or informal learning opportunities*

Action: