

Integrated Skills in English

Portfolio tasks for ISE 0, I, II, III & IV

January – December 2014

1. These are the only acceptable tasks for candidates taking the ISE examination from **01 January 2014 – 31 December 2014**. Your portfolio tasks **must** come from this list.
 2. Your portfolio must contain a total of **three** tasks. You must present one task from each section:
 - One from **Section 1** – Correspondence
 - One from **Section 2** – Factual writing
 - One from **Section 3** – Creative and descriptive writing (ISE 0-III) or Critical and analytical writing (ISE IV)
 3. Please select your tasks from the appropriate ISE level you are taking. You **must not** mix levels.
 4. Please write the task question number on each piece of work.
 5. At the end of each task, write the number of words you have used to complete the task. You **must not** exceed the stated maximum word length range.
 6. Please present your completed portfolio in the colour-coded file (as provided by Trinity) along with the Portfolio cover sheet and Student portfolio feedback forms.
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ISE Portfolio Preparation Rules

Candidates must follow these important rules when preparing their portfolio tasks:

1. The Portfolio must contain the candidate's own work and no one else's.
2. Nobody except the candidate personally should correct, add to or take anything out of the task.
3. Teachers (or any other person) must not correct a candidate's work.
4. Teachers are allowed to give one piece of feedback per portfolio task only. The Student portfolio feedback form should be used for this purpose. This must be the only form of feedback given.
5. No one except the candidate's teacher is permitted to give the candidate feedback on their work.
6. Candidates must not copy a piece of written text from any other source and present it as their own.

Please note if any of the above rules are broken, a U (Ungraded) grade is awarded by the examiner and the candidate will score zero in his/her portfolio.

Candidate disqualification warning!

Trinity will not tolerate any cheating, unfair practice or breach of its rules and regulations. Candidates found to have committed any such conduct will be disqualified.

ISE 0 – PORTFOLIO TASKS 2014

SECTION 1

ISE 0 – Correspondence (word length range: 40-60 words)

1. There is an interesting new shop in your area. Write an email to a friend describing the shop, saying what you bought there last week and saying when you are going to go there again.
2. Last week you visited a famous sports stadium. Write a letter to your friend describing the stadium, saying what you liked most and comparing it to another stadium you know.
3. Your friend is going to start at your school soon. Write an email to him/her describing your school and saying what you like about it. Say how you are going to help your friend on his/her first day.
4. Last week you stayed at a hotel and a member of staff was very helpful. Write a letter to the hotel manager saying who the person was and how he/she helped you. Tell the manager what else you liked about the hotel.
5. You and a friend are going to cook a meal together at your home. Write a note to your friend describing what you are going to cook and saying what he/she can bring for the meal. Tell your friend what you can do after the meal.

Remember – you must choose your ISE 0 correspondence task from the above list.

SECTION 2

ISE 0 – Factual writing (word length range: 80-100 words)

1. You are going to go to the park with a friend from another town this weekend. Write some directions for your friend saying how to get to the park. Say what activities you can do there and what the weather is going to be like.
2. You are going to show a friend a place of interest in your area. Write some instructions for your friend saying where you are going to visit, when you are going to meet and what he/she needs to bring.
3. You are going to meet your friend at the beach on Saturday. Write some directions for your friend saying how to get to the beach. Tell your friend what to bring and say what you can do there.
4. Your friend wants to try your favourite sport with you next week. Write some instructions for your friend saying how to play the sport. Tell your friend where to meet you and what to bring.
5. Last week you went to a new café. Your friend wants to go to the café with you next time. Write some directions for your friend saying how to get to the café. Say when to meet and what you can eat there.

Remember – you must choose your ISE 0 factual writing task from the above list.

SECTION 3

ISE 0 – Creative and descriptive writing (word length range: 80-100 words)

1. You recently bought some new clothes. Write a description about your new clothes for a shopping magazine. Describe the clothes and say what you like about them. Say when you are going to wear them.
2. Write a story for a writing competition with the title '*A Horrible Holiday*'. Describe the place you went to. Say who you went with and what happened.
3. Last weekend was very special. Write your diary saying what you did and what you liked most about the weekend. Compare it with a normal weekend.
4. You recently went to the top of a very tall building. Write a description for a free-time magazine describing the building and saying how you got to the top. Say what you saw from the top of the building.
5. Write a story for a writing competition with the title '*How I met my best friend*'. Describe your friend and the first time you met him/her. Say what you like doing together.

Remember – you must choose your ISE 0 creative and descriptive writing task from the above list.

ISE I – PORTFOLIO TASKS 2014

SECTION 1

ISE I – Correspondence (word length range: 70–80 words)

1. You went to a great party last weekend. Write an email to a friend saying what people were doing when you arrived at the party and why it was so good. Tell your friend about a party you are having next week.
2. You have just visited a famous building in a well-known city. Write a letter to a friend saying how long you have been in the city and why you chose to visit the building. Give your opinion of the famous building.
3. Your friend wants to know how to get fit and healthy. Write an email to your friend telling him/her about two different ways you have tried. Say which one you preferred and explain why.
4. Your friend is planning a long journey around your country. Write a letter to your friend saying which form of transport you think is best and how long the journey will take. Tell your friend what he/she must take on the journey.
5. You have just started learning a new language (not English). Write an email to your friend saying why you started learning this language and what things you need to do to improve. Say if you prefer the new language to English.

Remember – you must choose your ISE I correspondence task from the above list.

SECTION 2

ISE I – Factual writing (word length range: 110–130 words)

1. Write an article for a travel magazine with the *title 'The top three tourist attractions in my area'*. Describe three places in your area that tourists must visit and give reasons for your choices. Say how long they need to spend in each place.
2. There is going to be a film festival in your area. Write a report for the organisers explaining why the festival is a good idea and what films might be popular. Say what the organisers need to do to make sure lots of people attend the festival.
3. You have just visited a new cinema in your area, but you were disappointed with it. Write a review for an entertainment guide describing the problems and giving your opinion of the cinema. Say what you think will happen if the cinema does not improve.
4. A popular band is performing in your area next week. Write an article for a music magazine giving your opinion on their music and saying how successful you think the concert will be. Say what the regulations will be at the event.
5. Your college canteen only sells unhealthy food. Write a report for the head teacher explaining what food the canteen has offered recently and what you think they need to sell to help students be healthy. Say why it is important for students to be healthy.

Remember – you must choose your ISE I factual writing task from the above list.

SECTION 3

ISE I – Creative and descriptive writing (word length range: 110-130 words)

1. You recently went to a relative's wedding. Write a description for a magazine saying what your relative had to do to prepare for the wedding and describing what happened on the day. Give your opinion of the experience.
2. Write a story for a writing competition with the title '*The day I met my favourite film star*'. Explain how you met your favourite film star and give your opinion of him/her. Say if you think you will meet this person again in the future.
3. A fashion magazine has asked readers what fashions are popular. Write a description for the magazine of the different fashions you see in your area. Explain why you think people follow these fashions and which styles you prefer.
4. Write a story for a website called www.winners.com about a time when you won first prize in a competition you entered. Say what you had to do to win the competition, describe what your prize was and explain what you intend to do with it.
5. Yesterday you made a new friend. Write your diary saying what you were doing when you met him/her and explaining why you liked this person. Say what you think you will do together in the future.

Remember – you must choose your ISE I creative and descriptive writing task from the above list.

ISE II – PORTFOLIO TASKS 2014

SECTION 1

ISE II – Correspondence (word length range: 120-150 words)

1. Your country is taking part in an international food fair. Write a letter to the organisers suggesting what foods from your area to include and explaining how this event could benefit your area. Persuade the organisers to send you some free tickets for the fair.
2. Your friend recently started university in a big city. You have heard that he/she is neglecting his/her studies. Write an email to your friend saying what you have been told. Persuade your friend to work harder and explain what the disadvantages could be if he/she does not do this.
3. Your local government is planning to sell a public beach in your area to a business person to build a luxury hotel. The beach will then only be used by hotel guests. Write a letter to the local government explaining why you disagree with the plan and reporting the views of local residents. Suggest alternative locations for the hotel.
4. You would like to improve recycling in your area. Write an email to a friend telling him/her about a recycling project you would like to start and saying how you are going to persuade people to take part. Explain how the project might benefit the community.
5. Your school wants to invite people with different jobs to speak to students about their work. Write a letter to someone with an interesting job explaining why you would like him/her to give a talk. Suggest what they could speak about and say how this might benefit the students.

Remember – you must choose your ISE II correspondence task from the above list.

SECTION 2

ISE II – Factual writing (word length range: 170-200 words)

1. A place of natural beauty in your local area is becoming polluted. Write an article for a newspaper describing how this place has become polluted, expressing your feelings about the situation and suggesting how to resolve the problem.
2. Your school/college is considering extending the school day. Write a report for the principal saying what the advantages and disadvantages of a longer school day would be. Report the feelings of the students about the plan.
3. You recently read a biography about a public figure from the past. Write a review of the book for a history magazine explaining why this person was well known and saying what people have said about him/her. Say what you would have asked this person if you had met him/her.

4. It is often said that people who live in cities are less friendly than those who live in villages. Write an article for a website called www.citylife.com giving examples of unfriendly behaviour you have observed in cities, suggesting some ways in which people who live in cities could show more consideration for one another and say how you think this could benefit society.
5. Some companies in your area are offering young people the opportunity to gain unpaid work experience for six months. Write a report for the local government highlighting the advantages and disadvantages the work experience would have for young people. State how the companies might benefit from it.

Remember – you must choose your ISE II factual writing task from the above list.

SECTION 3

ISE II – Creative and descriptive writing (word length range: 170-200 words)

1. Write a description for a travel website about one of your national customs saying how long people have been doing this custom, explaining how it has changed over the years and expressing your feelings about this custom.
2. Write a story for a writing competition about a decision you made that completely changed your life. Describe what decision changed your life, what effects it has had and how your life would have been totally different if you had made a different choice.
3. You have recently moved to your ideal city or village. Write your diary outlining the advantages of living there and comparing it to the place where you used to live. Speculate how you would feel if you had to move away from your new city/village in the future.
4. Write a story for a writing competition that begins with the words, '*Suddenly, we heard a strange noise and looked up. We'd never seen anything like it before.*' Describe what you saw and explain how the experience made you feel. Report other people's opinions on what it was.
5. Write a description for a school/college magazine about a teacher who inspired you. Explain how this teacher inspired his/her students, what influence he/she had on you personally and how your life would have been different if he/she had not taught you.

Remember – you must choose your ISE II creative and descriptive writing task from the above list.

ISE III – PORTFOLIO TASKS 2014

SECTION 1

ISE III – Correspondence (word length range: 180-210 words)

1. You read a magazine article which discussed whether it is better for young adults to leave home and live independently or to continue living in the family home. Write an email to the editor of the magazine evaluating the different views on this issue. Express your personal opinion, supporting your standpoint with relevant examples.
2. You are organising a charity event and need to raise funds by securing sponsorship from local businesses. Write a letter to a potential sponsor outlining exactly what the charity event involves and urging them to provide financial support. Explain what you hope to achieve with their sponsorship.
3. A study recently claimed that people spend too much time on the internet. Write an email to a friend expressing reservations about this view. Evaluate the effects using the internet has on people and justify to what extent the internet is necessary for people's lives.
4. You have read a report which recommends that parents should bring up their children to be competitive in order to help them be successful in life. Write a letter to a head teacher outlining your opinion on this matter, illustrating your point of view with relevant examples. Express understanding for people who hold the opposite viewpoint to your own.
5. An established theatre is in financial difficulty due to low ticket sales and may close. Write a letter to the theatre manager expressing your regret over the possible closure, explaining why you believe ticket sales have fallen and justifying why the theatre should be kept open.

Remember – you must choose your ISE III correspondence task from the above list.

SECTION 2

ISE III – Factual writing (word length range 220-250 words)

1. Write an article for a lifestyle magazine entitled '*The Key to a Happy Life*'. Express your personal beliefs on what factors are important to achieve happiness, supporting your ideas with relevant examples. Evaluate some different viewpoints on this subject.
2. It is generally accepted that stress is a normal feature of modern life. Write a report for a health organisation outlining the most popular techniques people use to manage stress and evaluating the effectiveness of these methods. Describe the benefits of a method of relaxation that you have tried.
3. You recently attended a talk about our world in 100 years' time. You felt the talk was very pessimistic. Write a review of the talk for a newspaper summarising what the speaker said that was pessimistic and challenging some of his/her assumptions. Predict future developments which might have a positive effect.

4. A television company is planning to film a new, long-running TV series in your area. Local residents have mixed views about this idea. Write a report for the television company summarising the residents' opinions for and against the TV series. Conclude with your personal view on whether it should go ahead.
5. Write an article for a business magazine entitled '*Is ambition the key to business success?*' Evaluate how ambition can help people to succeed in business and outline other personal attributes which can contribute to success. Justify your opinions with relevant examples.

Remember – you must choose your ISE III factual writing task from the above list.

SECTION 3

ISE III – Creative and descriptive writing (word length range: 220–250 words)

1. Write a story for a writing competition about how an advertisement changed someone's life for the better. Describe the nature of the advert, how it affected this person's life and what might have happened to this person if he/she hadn't seen the advert.
2. There has been a major change in our society: everyone now speaks one language. Write a description for a lifestyle magazine summarising the events that led to this change and assessing the impact it has had on people's lives. Express your own beliefs on whether it would be better to return to a world where people speak different languages.
3. You decided to live without a mobile phone for a month. Write your diary justifying why you decided to do this in the first place and evaluating how the month passed without the phone. Express any regrets you may have had.
4. Write a description for an online magazine with the title '*First impressions can be deceiving*'. Describe how a person turned out to be completely different to your original impression and outline your reaction upon discovering this. Evaluate how this experience has changed your approach to meeting new people.
5. Write a story for a writing competition about a person who suddenly becomes rich. Describe the events that led to this person becoming rich, evaluate the effect on his/her lifestyle and hypothesise whether his/her future would be better without the money.

Remember – you must choose your ISE III creative and descriptive writing task from the above list.

ISE IV – PORTFOLIO TASKS 2014

SECTION 1

ISE IV – Correspondence (word length range: 300-350 words)

1. **There is an unpopular family in your area and some of your neighbours have complained to the family's landlord.**

Write a formal letter to the landlord of the family challenging the complaints made by the neighbours and implying that they are over-reacting.

AND

Write an informal letter of reassurance to the unpopular family.

2. **A newspaper article recently quoted you as saying that your company is planning to relocate to another country, resulting in hundreds of job losses. This is completely untrue. Your company is expanding, not relocating.**

Write a formal letter to the editor of the newspaper expressing your strong dismay at being misquoted.

AND

Write an informal email to your staff downplaying the significance of the article and affirming your commitment to the company's future in your area.

3. **It is believed that the benefits of overseas study outweigh the challenges it may present for individuals.**

Develop a blog with various contributors in which the value of international study is affirmed, a contradictory viewpoint is presented and a personal experience of studying overseas is reflected upon.

4. **Plans have recently been announced in your country to impose massively increased taxes on private car use as a way of compelling people to use public transport.**

Develop a blog with two or more contributors debating the wisdom of these changes and evaluating what effects they might have. Discuss whether there might be other, more preferable solutions.

5. **The Department of Education have just announced that climate change and related topics are to be removed from the school curriculum as they are irrelevant.**

Develop a blog with two or more contributors in which the value of studying these subjects is stated, a counter-argument to this is presented and an individual experience of studying these subjects is evaluated.

Remember – you must choose your ISE IV correspondence task from the above list.

Please note the word length range given above for ISE IV correspondence tasks is for the whole task e.g. letter and email. Dividing the word length between the individual pieces of correspondence is the responsibility of each candidate. However, you must not exceed the stated maximum word length range.

SECTION 2

ISE IV – Factual writing (word length range: 300-350 words)

1. **A recent survey of people under 25 years old suggests that their generation is less happy than the equivalent generation 50 years ago.**

Write an article for a sociology magazine disputing the validity of the survey's results and providing examples of how developments in the world have had a positive impact on young people. Discuss to what extent it is possible to measure the level of happiness of a group of people.

2. **A plan by your local government to host an international summit has met with strong opposition.**

Write a report for your local government countering the objections to the plan, outlining your proposal about how the summit could be organised and affirming your belief that holding such an event would bring benefits to the community.

3. **Many of us are aware some online advertisers (secretly) monitor our internet activity in order to personalise advertising.**

Write an article for a newspaper examining the effects of personalised online advertising and discussing the ethics of this strategy. Propose possible changes to the practice.

4. **You are the head teacher of a college and would like to introduce a new business course.**

Write a proposal for the directors of the college asserting your views on why the course should be introduced, dispelling any concerns they may have and outlining how to proceed.

5. **A recent study has advocated the use of tablet computers for all students in the classroom as an effective educational tool.**

Write an article for a newspaper affirming the benefits of integrating tablet computers into the classroom and presenting the opposite viewpoint. Assert whether, in your opinion, tablet computers should be used by all students in your country.

Remember – you must choose your ISE IV factual writing task from the above list.

SECTION 3

ISE IV – Critical and analytical writing (word length range: 300-350 words)

1. *'To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment.'* (Ralph Waldo Emerson, essayist and poet, 1803-1882)

Write an essay giving your own interpretation of this statement and assessing whether it is always appropriate to assert your individuality. Support your arguments with relevant examples.

2. *'Aging is not 'lost youth' but a new stage of opportunity and strength.'* (Betty Friedan, author, 1921-2006)

Write an essay demonstrating what you understand by this statement and assessing its validity. In light of this statement, discuss how elderly people are viewed in your society.

3. *'When you stand out in a crowd, it is only because you are being carried on the shoulders of others.'* (Desmond Tutu, social rights activist, born 1931)

Write an essay commenting on the validity of Desmond Tutu's opinion that a person's achievements are the result of co-operative endeavour rather than individual effort. Endorse your arguments with relevant examples and balance your own opinion with alternative viewpoints.

4. *'Honesty is for the most part less profitable than dishonesty.'* (Plato, philosopher, 427 BC-347 BC)

Write an essay discussing your views on the accuracy of this statement and arguing whether it is more relevant today than in the past. Illustrate your assertions with examples.

5. *'A mind that is stretched by a new experience can never go back to its old dimensions.'* (Oliver Wendell Holmes, Jr., Associate Justice of the Supreme Court of the United States, 1841-1935)

Write an essay demonstrating what you understand by this statement and assessing its validity. Illustrate your contentions with relevant examples from your own experience in various situations.

Remember – you must choose your ISE IV critical and analytical writing task from the above list.