City & Guilds

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Sample Assessment for Functional Skills English Writing Level 1

Product Demonstrator

Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

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3748-011
Level 1 Functional Skills English Writing
Sample Assessment 6
Product Demonstrator

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature*

Exam date (DDMMYYYY)

Centre number

For examiner's use only	
Question	**Mark**
Total	

General information:

- the duration of this paper is **1 hour, 20 minutes**
- the maximum mark for each question is shown
- the total number of marks available is **50.**

General instructions:

- read each question carefully
- answer **both** questions
- dictionaries, electronic grammar and spell checkers **are** permitted (internet access is **not** permitted).

You will be assessed on:

- writing clearly and coherently, including an appropriate level of detail
- presenting information in a logical sequence
- using language, format and structure suitable for purpose and audience
- using correct grammar, including correct and consistent use of tense
- ensuring written work includes generally accurate punctuation and spelling and that meaning is clear.

***I declare that I have no prior knowledge of the questions in this assessment and that I will not divulge to any person information about the questions.**

Question 1

On your way out of the supermarket, you have been given a flyer about a part-time job.

In Store Product Demonstrator

Do you enjoy talking to people?

- Immediate vacancies for reliable people to demonstrate a range of unique products in shopping centres local to you
- Choose the hours you work
- Full training provided
- All our product demonstrators earn significantly more than the national minimum wage
- Our products are so good they practically sell themselves
- Only £100 to register as one of our valued product demonstrators
- You must be 16 years of age or over.

If you like the idea of unlimited earnings, apply now to:

jane@mackrecruitment .co.uk

Your task: is to send a formal email to apply for this job.

Expand on these points:

- why you are interested in this job
- what you currently do
- what skills you can bring to the role
- what makes you stand out from the other applicants.

(25 marks)

We suggest you write about 200-250 words.

You may use the space below for planning and drafting.

Question 1 – Write your email here.

To:

Subject:

Question 2

You were offered the job and sent the £100 registration fee. After three weeks you had heard nothing and the company did not respond to your emails. You realised that it was a scam and you had lost your £100.

Your task: is to write an article for the local community magazine about your experience.

Expand on these points:

- the job offer
- why you fell for it
- when you became suspicious
- how you felt when you realised it was a scam
- advice for readers.

(25 marks)

Suggested word count 200-250 words

You may use the space below for planning and drafting.

Question 2 – Write your article here.

End of Assessment

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