

Functional Skills English (4748)

Entry 1 Writing

Sample Assessment



www.cityandguilds.com
February 2020
Version 1.1

Writing

Candidate Paper

Jobs

Time allowed: 25 minutes

Total marks: 20

Candidate's name: _____

City & Guilds enrolment number: _____

Date of registration: _____

Date assessment started: _____

Date assessment completed: _____

You will need

- a pen with black or blue ink.

You must not use a dictionary or spell check.

Instructions

- Answer **all** of the questions.

Candidate's declaration:

I confirm that this assessment is my own work.

Candidate's signature _____

Date _____

Activity 1

Complete the task.

Put the letters in alphabetical order. Use **lower case** letters.

I	W	K	E
---	---	---	---

Put the letters in alphabetical order. Use **upper case** letters.

x	S	C	q
---	---	---	---

2 marks

Activity 2

Correct the sentences. Use capital letters where they are missing.

Samira started a new job in leeds.

Alex and i work in a shop.

2 marks

Activity 3

Write about jobs.

Write in sentences. Use capital letters and full stops.

Write about a job you like doing.

.....

.....

Write about a job you do not like.

.....

.....

Write about your teacher's job.

.....

.....

Write about the best job in the world.

.....

.....

7 marks

Activity 4

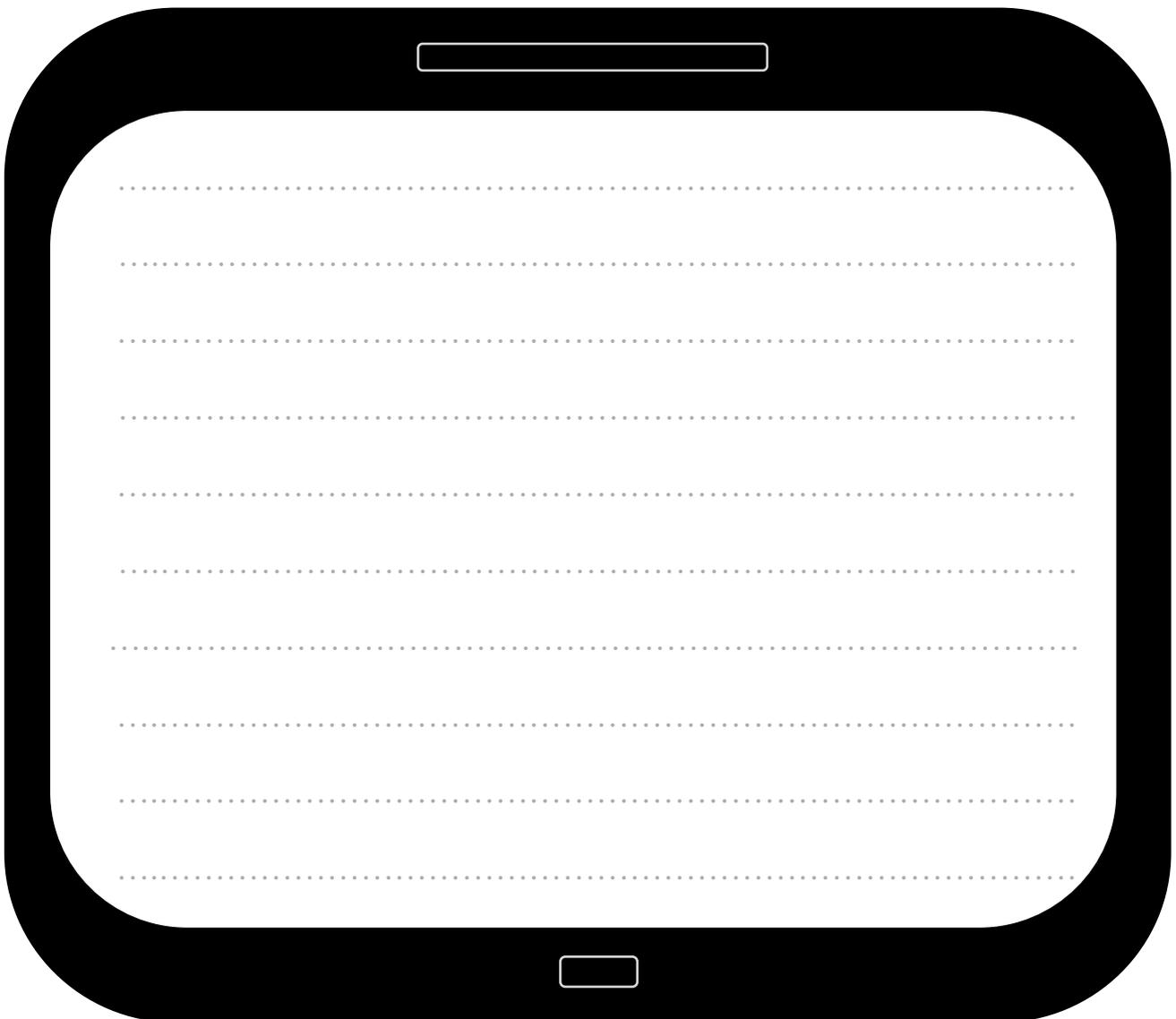
You have got a new job.

Write a message to tell your friend.

Say:

- what the job is
- when the job starts
- where the job is
- how you will get there
- **two** things you will do.

Write in sentences. Use capital letters and full stops.

A large rounded rectangle representing a smartphone screen. At the top center, there is a small white rectangular notch. At the bottom center, there is a small white rectangular home button. The main area of the screen is white and contains ten horizontal dotted lines for writing.

9 marks

Check your work.

End of assessment