

# Functional Skills English

## Entry 1 Writing

### Sample Assessment



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May 2017  
Version 2.0

## Candidate's paper

Passports

Length of assessment: 30 minutes

Candidate's name:

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City & Guilds enrolment number:

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Date of registration:

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Date assessment started:

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Date assessment completed:

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### Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature \_\_\_\_\_ Date \_\_\_\_\_

## Candidate's instructions

You have **30 minutes** to complete this assessment.

- Read each task carefully
- The maximum marks for each task are shown
- Complete **both** tasks
- You **may** use a dictionary

### You need the following:

- a pen with black or blue ink.

# Task 1

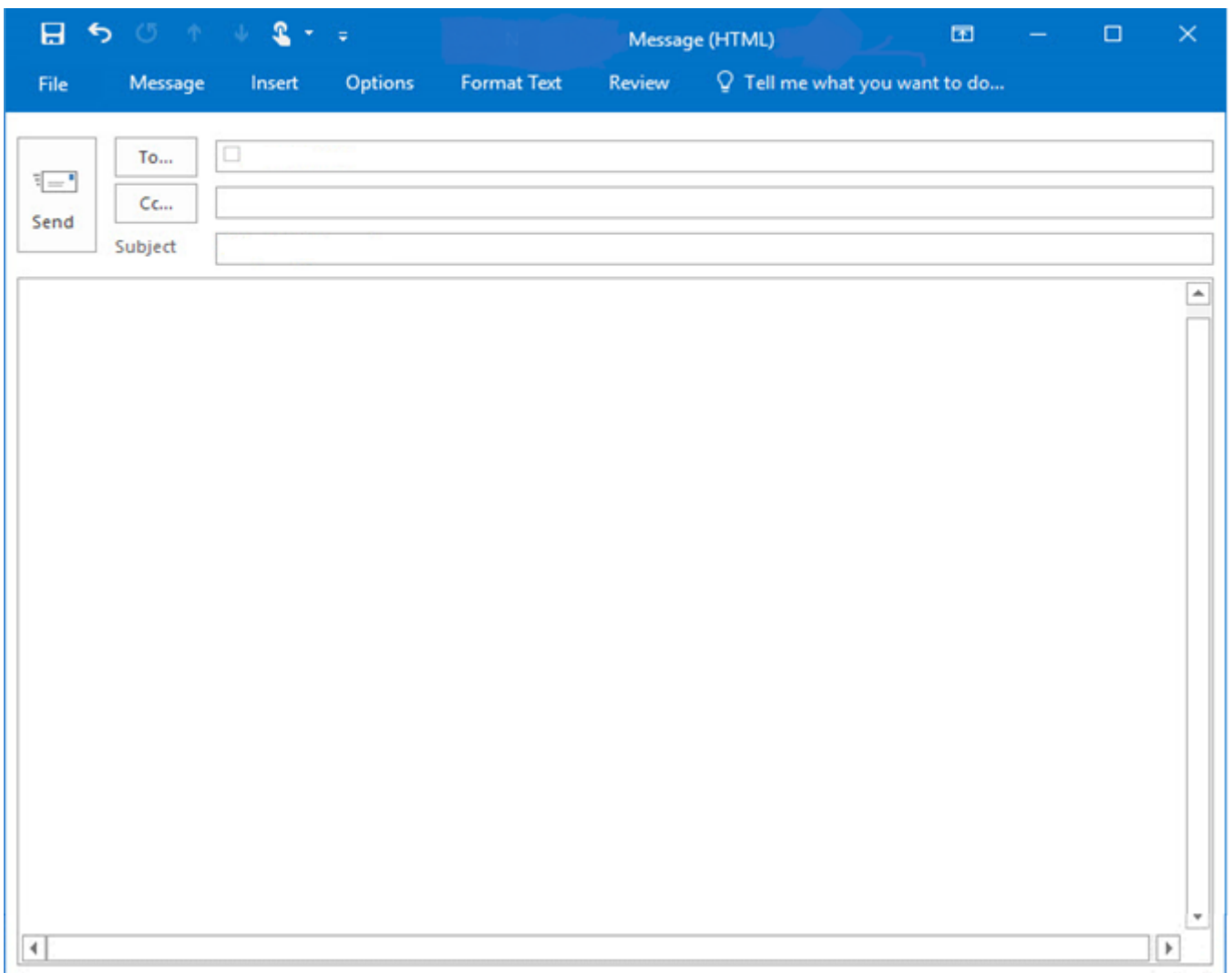
You need a passport to go on holiday.

Write an email to your friend.

**7 marks**

- Ask them to pick up a passport form from the Post Office.
- Say why you need the passport.
- Say when you need your new passport.

You must write **more than one** sentence.



The image shows a screenshot of an email composition window in Microsoft Word. The window title is "Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", and "Tell me what you want to do...". On the left side, there is a "Send" button with an envelope icon. The main area contains three input fields: "To..." with a dropdown arrow, "Cc...", and "Subject". Below these fields is a large, empty text area for writing the email body. The window has standard Windows window controls (minimize, maximize, close) in the top right corner.

**Remember to check your spelling and full stops.**

**Task 2**

You are going away next week and your passport has not come.

**Fill in the form.**

**9 marks**

- Say you have not got the passport.
- Say when you sent the passport form.
- Tell them when you are going away.

You must write **more than one** sentence.

 <p><b>HM Passport Office</b></p> <p>Name</p> <p>.....</p> <p>Address</p>
<p>How can we help you?</p>

**Remember to check your spelling and full stops.**

**End of assessment**