

Functional Skills English

Entry 3 Writing

sample assessment

Candidate's paper

Balloon Ride

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature _____ Date _____

Candidate's instructions

You have **40 minutes** to complete this assessment.

- read each question carefully
- the maximum marks for each question are shown
- answer **both** questions
- dictionaries **are** allowed.

You need the following for this assessment

- a pen with black or blue ink.

You will be assessed on:

- planning your writing
- drafting your writing
- organising your writing
- including relevant information
- writing logically and clearly
- using some compound sentences
- using correct grammar
- using punctuation correctly
- spelling correctly.

Question 1 – Email

(Suggested word count 75–100 words)

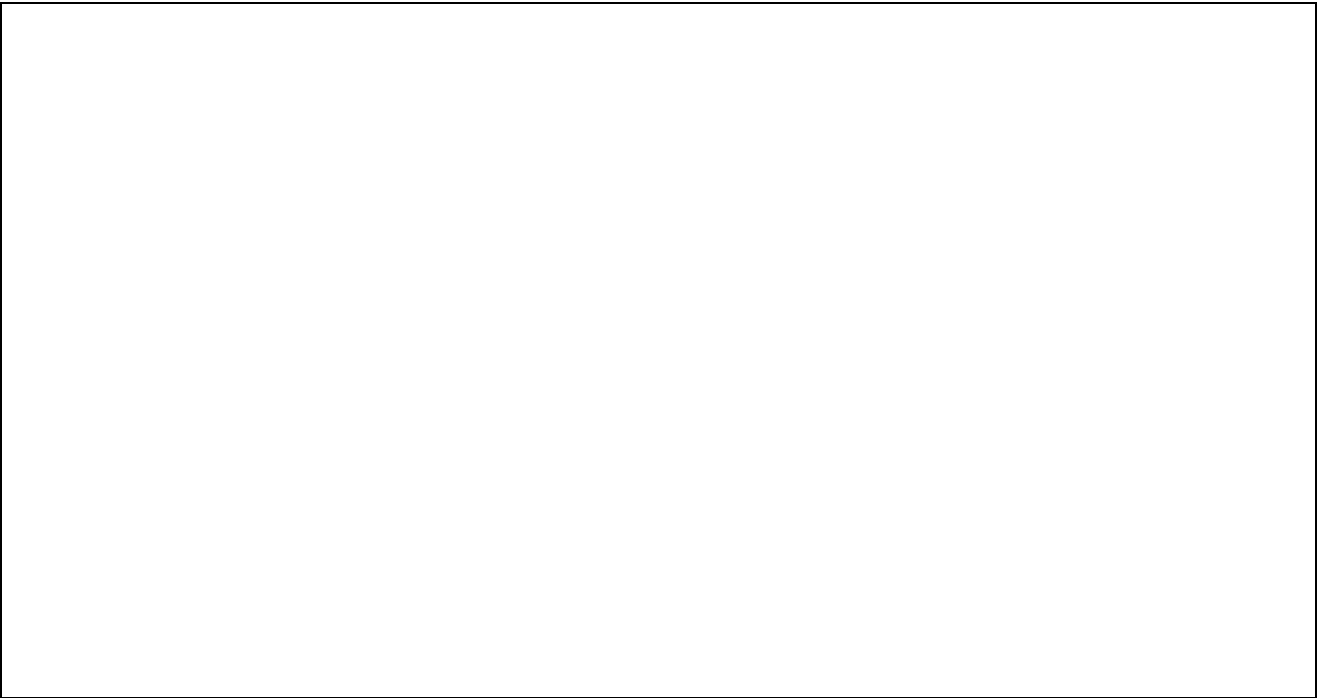
You want to go on a balloon ride with some friends. Write an email to Sky High Balloons asking for dates, times and prices. **13 marks**

You might like to include

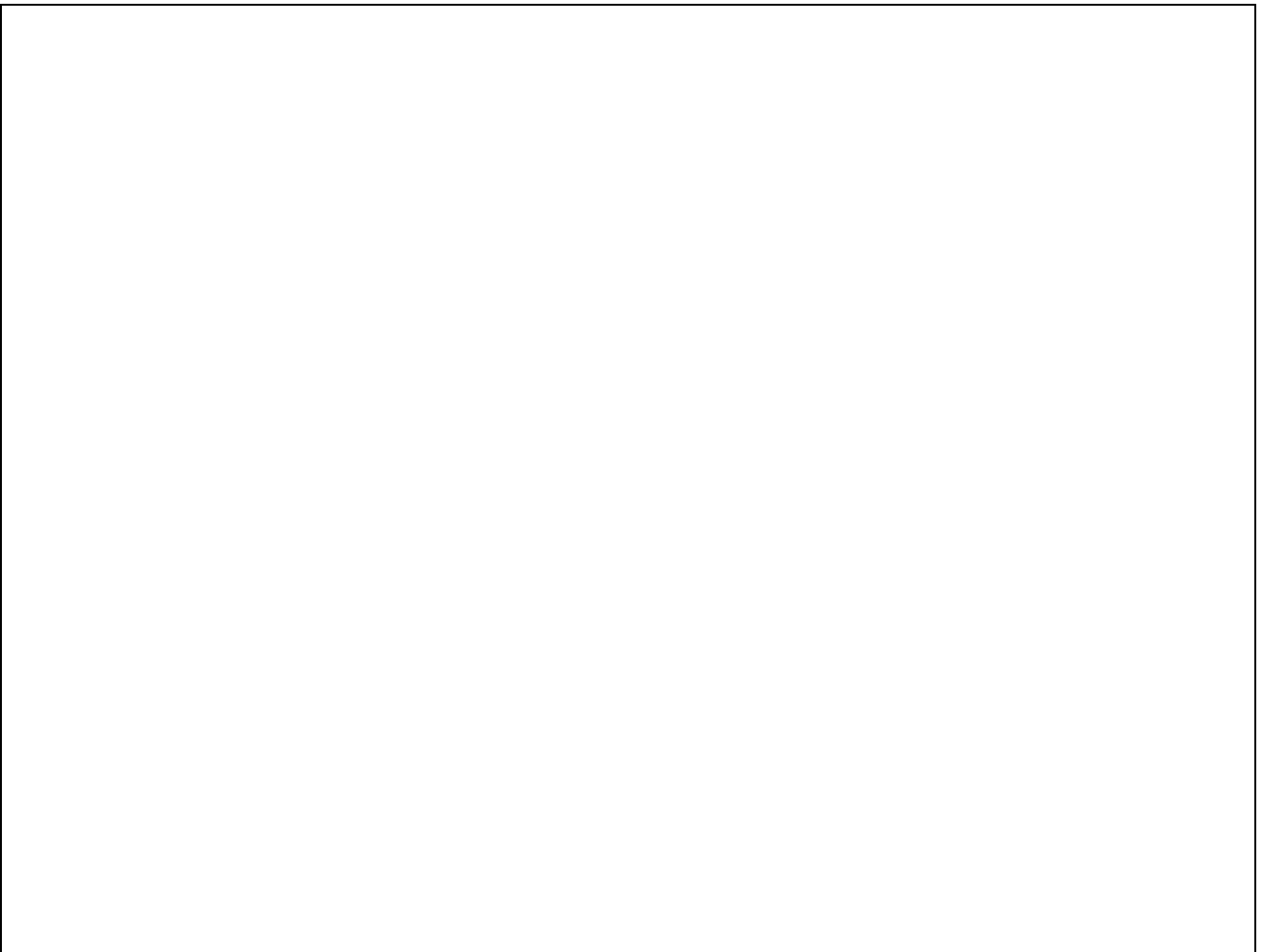
- where you want to fly from
- the number of people
- what you want to know about the ride
- the cost.

You must plan and draft your piece of writing in the boxes below.

Plan



Draft



Write your email here.

To:

Subject:

Remember to check your work for accuracy including spelling.

Question 2 – Feedback Form

(Suggested word count 75–100 words)

After the ride you fill in a feedback form.

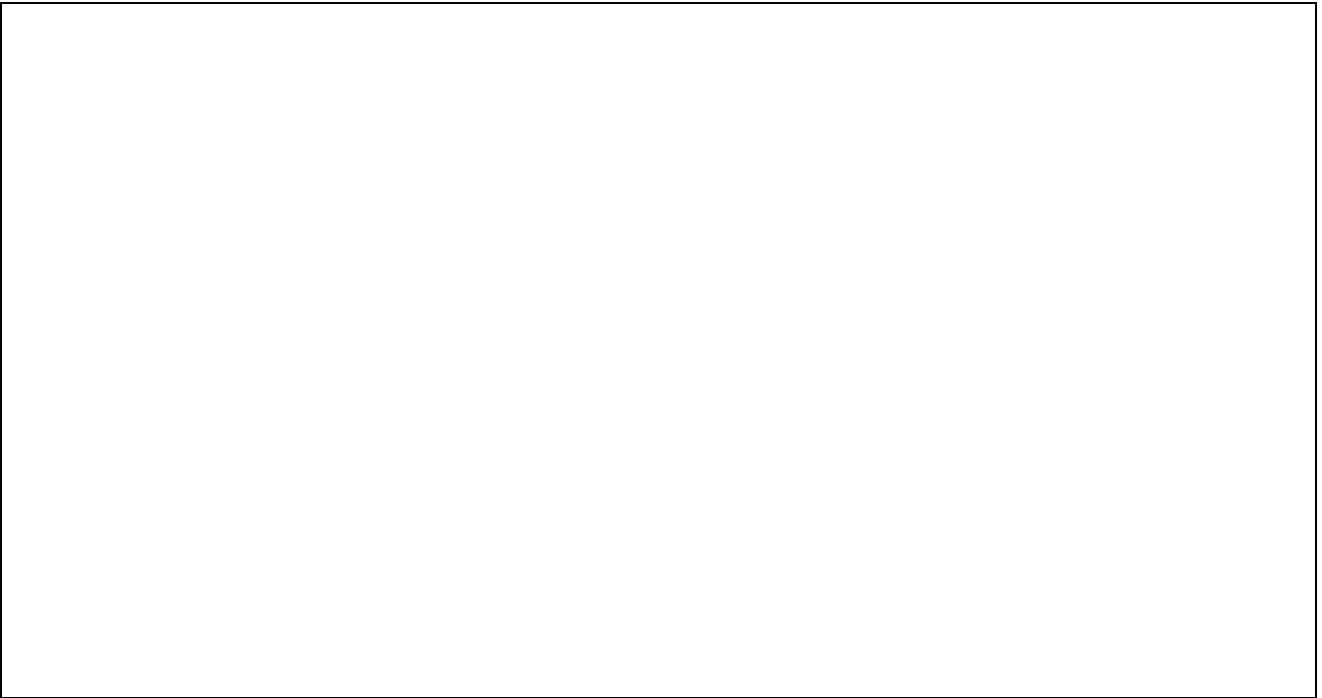
13 marks

You might like to include

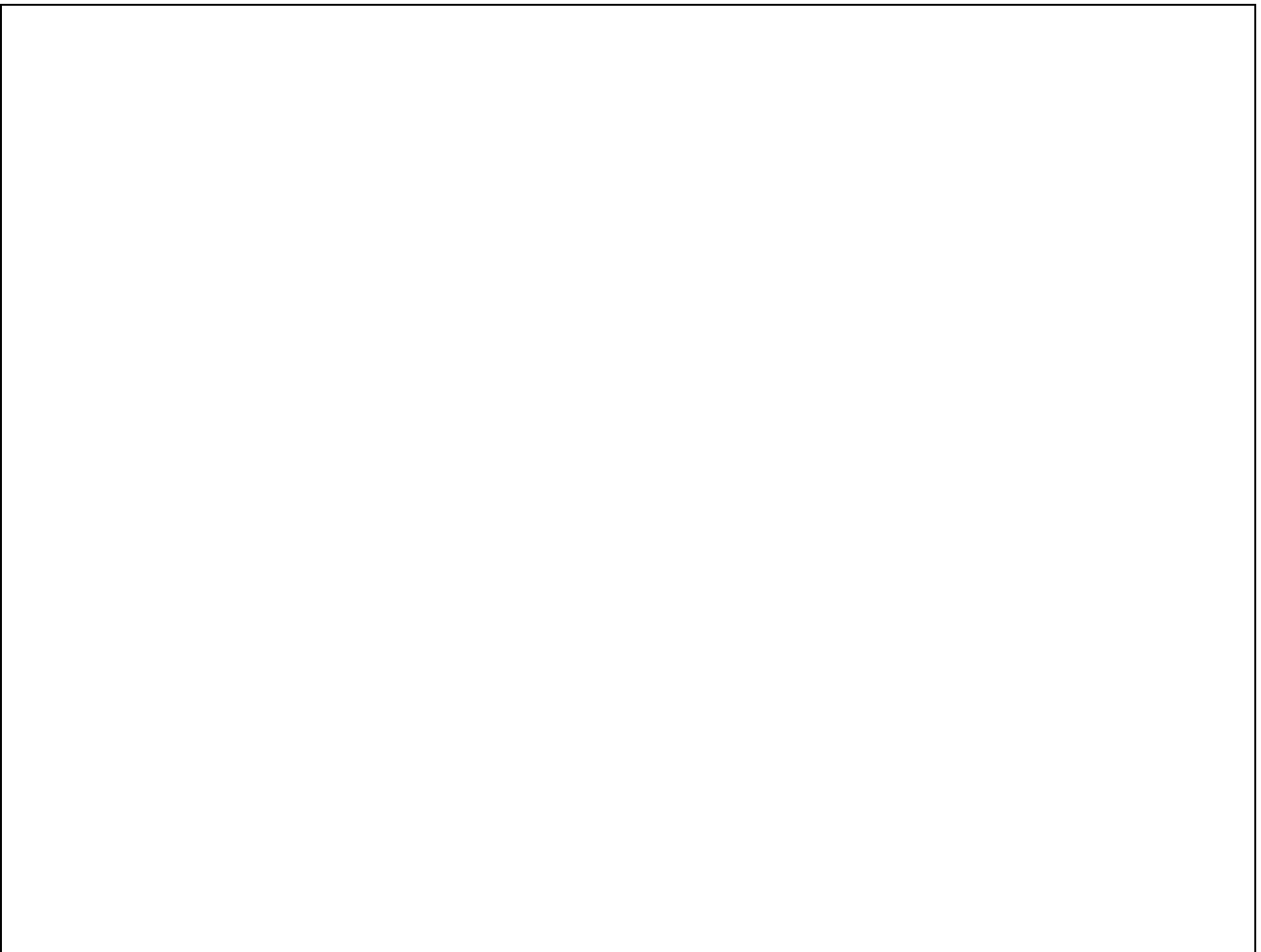
- what you liked best
- what you thought about the price
- how the staff treated you
- how it could be improved.

You must plan and draft your piece of writing in the boxes below.

Plan



Draft



Write your feedback here

Remember to check your work for accuracy including spelling.

End of Assessment