

# Functional Skills English

## Entry 3 Writing

### Sample Assessment



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Version 2.0

## Candidate's paper

### Passports

Length of assessment: 40 minutes

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 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 –Form

(Suggested word count 75 – 100 words)

You cannot find your passport. Complete the Lost or Stolen Passport notification form.

**13 marks**

### **Include information about:**

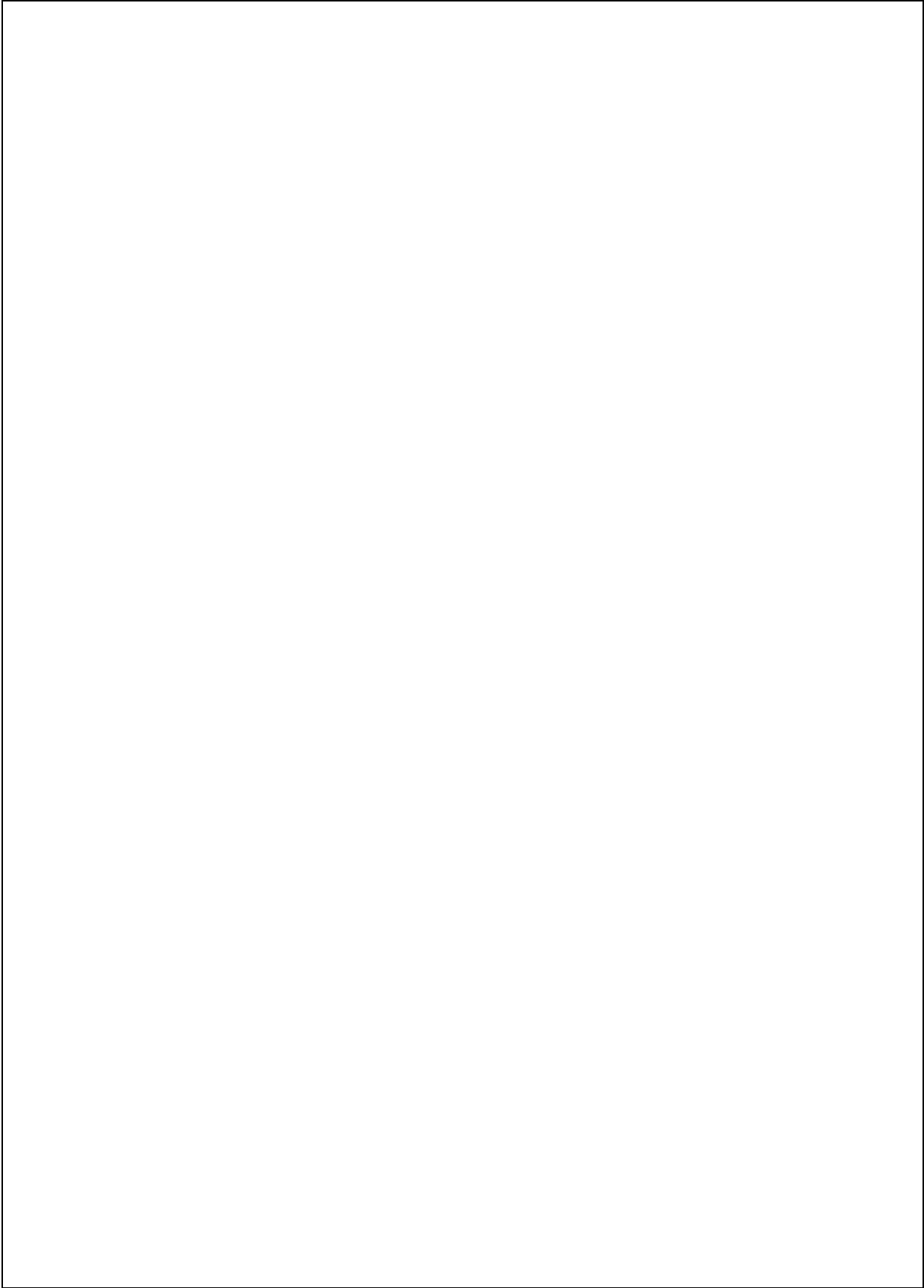
- where you last saw your passport
- whether you think it was lost or stolen
- how you think it was lost or stolen
- when you will next need your passport.

### **You will be assessed on:**


- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

**Plan your form here.**

**Draft your form here.**

A large, empty rectangular box with a thin black border, intended for drafting a form. It occupies the central portion of the page.

Complete the form.

 HM Passport Office	<b>Lost or Stolen British Passport notification</b>
<b>Name:</b> .....	
<b>Address:</b> ..... .....	
<b>Details:</b>	
<b>In the UK</b> Please post this form to: PO Box 654 Peterborough PE1 1WP	<b>Outside the UK</b> Visit <a href="http://www.gov.uk">www.gov.uk</a> for local information

**Remember to check your work for accuracy including spelling.**

## Task 2 – Email

(Suggested word count 75 – 100 words)

You sent the passport application form two months ago but your passport has still not arrived.

**13 marks**

Write an email to the passport office to ask them for information.

### **Include information about:**

- why you are writing to them
- ask them what is happening with your application
- say when you need your passport
- tell them the consequences of not receiving your passport.

### **You will be assessed on:**

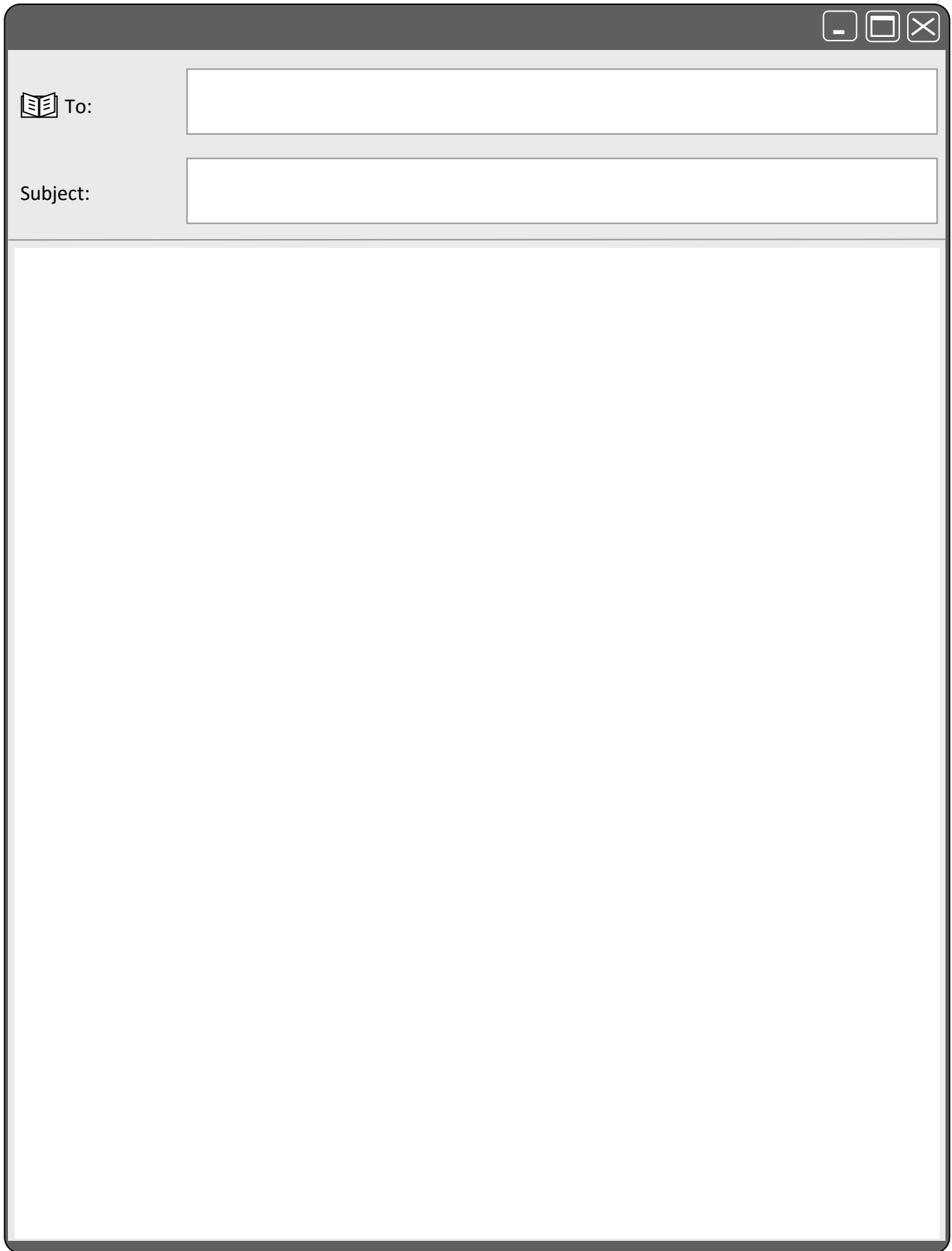
- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

**Plan your email here.**

**Draft your email here.**

A large, empty rectangular box with a thin black border, intended for drafting an email. It occupies most of the page's vertical space.

**Write your email here.**

An illustration of an email composition window. At the top right, there are three window control icons: a minus sign, a square, and an 'X'. On the left side, there is a 'To:' label with an envelope icon and a 'Subject:' label. To the right of these labels are two empty rectangular input boxes. Below these labels and boxes is a large, empty rectangular area for writing the email body.

**Remember to check your work for accuracy including spelling.**

**End of assessment**