

Functional Skills English Entry 2 Writing Sample assessment

Writing Task Candidate Paper

Health

Time allowed: 30 minutes

Name: _____

City & Guilds enrolment number: _____

Date: _____

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.

**Draft materials
Subject to Technical Evaluation by Ofqual.**

Activity 1 – Alphabetical order

Put the words in the box into alphabetical order.


| | | |
|-------|-----|-------|
| sugar | son | sport |
|-------|-----|-------|

(1 mark)

DRAFT

Activity 2 - Form

Complete the form.

| | |
|---|---|
|  | <p>Win a year's FREE gym membership Please complete the form</p> |
| Full name | _____ |
| Address | _____ _____ |
| Postcode | _____ |
| Date of birth | _____ |
| | Thank you! |

(5 marks)

Activity 3 - Writing

You want to get fit.

You email your friend to tell them about your plans.

Write an email to your friend about

- how you plan to get fit
- different sports and activities you like/don't like
- the foods you will eat to be healthier
- your health goals are and when you will reach them.

Write at least six sentences.

(9 marks)

You can plan your writing here.

DRAFT

This activity will be assessed on

- content
- sentence structure
- grammar
- spelling
- punctuation

Write your email here.

To: monty@abc.com

From: _____

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**Functional Skills English
Entry 2 Writing
Sample assessment**



www.cityandguilds.com
March 2019
Version 0.1

**Writing Task
Assessment Pack**

Health

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Assessor notes for marking

Assessors must mark according to the marking scheme on the following pages.

Candidates will be assessed on Written Composition and Spelling, Punctuation and Grammar (SPaG).

Please refer to Functional Skills Entry Level English (Entry Levels 1 – 3)
Qualification and Assessment Specification for the Subject Content and Assessment
Specifications.

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Marking Scheme (Writing Task)

Candidate's name _____

Activity 1

| Alphabetical order | Marks | Focus | SCS Ref | Marks available | Candidate mark |
|--|-------|-------|---------|-----------------|----------------|
| All 3 words in alphabetical order Son Sport Sugar | 1 | SPaG | 15 | 1 | /1 |
| Candidate mark for Activity 1 | | | | | /1 |

Activity 2

| Form | Marks | Focus | SCS Ref | Marks available | Candidate mark |
|---|------------------|---------------------|---------|-----------------|----------------|
| Candidate uses capital letters for proper nouns (max 1 error) | 1 | SPaG | 13 | 1 | /1 |
| Candidate completes the form giving relevant information in the correct space | 1 1 1 1 | Written Composition | 18 | 4 | /4 |
| Full name Address Postcode Date of birth | | | | | |
| Candidate mark for Activity 2 | | | | | /5 |

Activity 3

| Written composition | Marks | Focus | SCS Ref | Marks available | Candidate mark |
|---|-------------------------------|---------------------|---------|-----------------|----------------|
| Candidate Communicates relevant information in words and phrases appropriate to audience and purpose all of the time most of the time some of the time limited evidence shown nothing worthy of credit | 4 (3) (2) (1) (0) | Written Composition | 17 | 4 | /4 |
| Accurate use of compound sentence (at least one) Inaccurate or no evidence seen | 1 0 | | 19 | 1 | /1 |
| Candidate uses at least one adjective or simple linking word appropriately Inaccurate / inappropriate or none seen | 1 0 | | 20 | 1 | /1 |
| Candidate <ul style="list-style-type: none"> spells familiar words at entry level 2 correctly uses basic punctuation correctly (eg full stops, capital letters, question marks and exclamation marks) forms regular plurals all of the time most of the time some of the time nothing worthy of credit | 3 (2) (1) (0) | | SPaG | 13 14 16 | 3 |
| Candidate mark for Activity 3 | | | | | / 9 |