

Functional Skills English (4748)

Entry 1 Writing

Sample Assessment



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Version 1.0

Writing

Candidate Paper

News

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.

N	A	T	P
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Put the letters in alphabetical order. Use **upper case** letters.

y	g	u	d
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2 marks

Activity 2

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

Please go and see mrs Dent.

On Sunday i'm having a party.

2 marks

Activity 3

Write about some news.

Write four sentences. Use capital letters and full stops.



Write **two** sentences about some news you have heard.

1)

2)

Write **two** sentences about some news you would like to hear.

1)

2)

7 marks

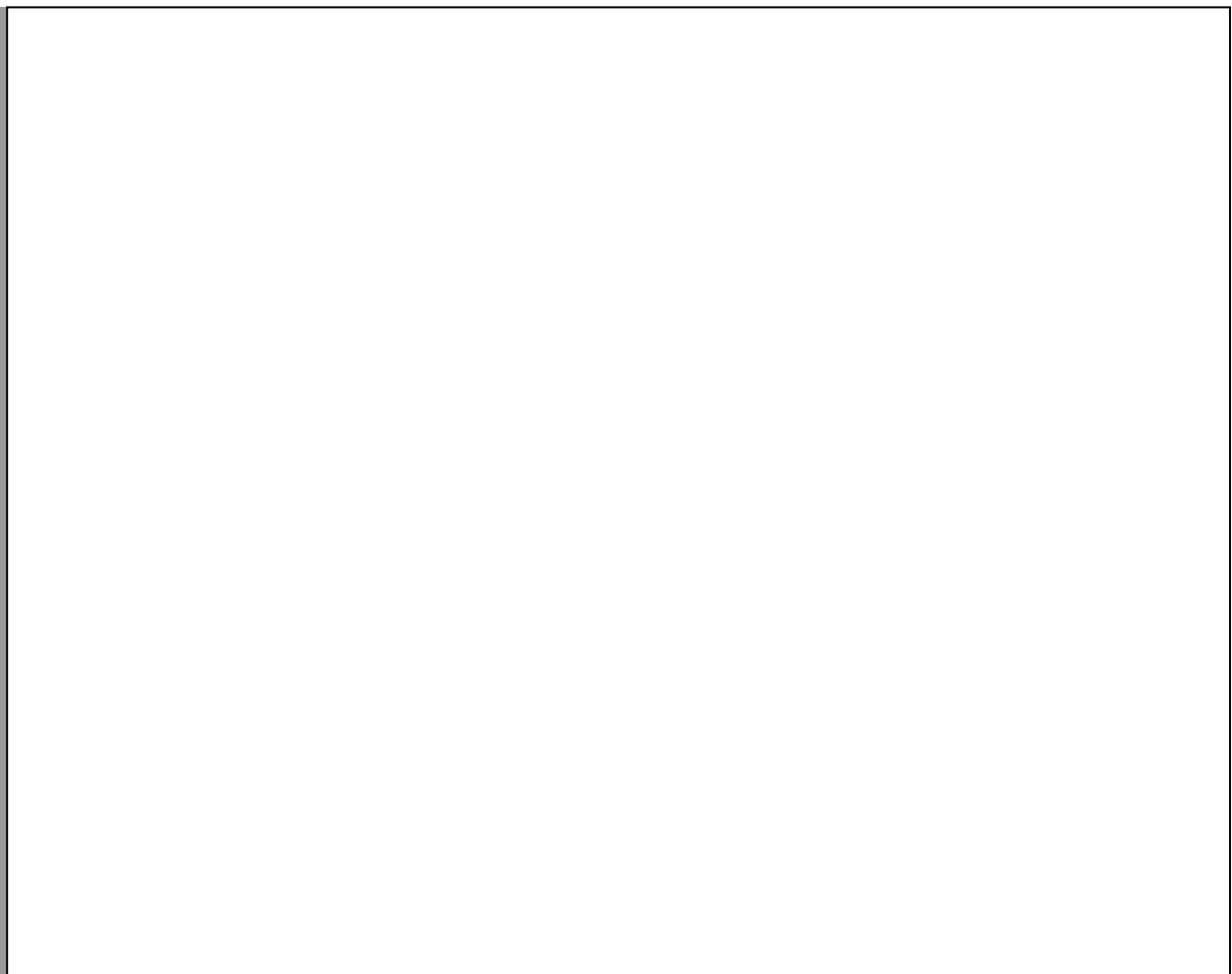
Activity 4

Write a note to a friend who you haven't spoken to for a long time.

Tell your friend:

- how you are
- **two** bits of news
- what could be better
- **two** things you want to do.

Write in sentences. Use capital letters and full stops.



9 marks

Check your work.

End of assessment