

# Functional Skills English (4748)

## Entry 1 Writing

### Sample Assessment

## Writing

### Candidate Paper

## Friends

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.

M	A	T	E
---	---	---	---

\_\_\_\_\_

Put the letters in alphabetical order. Use **upper case** letters.

w	g	i	p
---	---	---	---

\_\_\_\_\_

**2 marks**

## Activity 2

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

Kate and i are going to the park today.

\_\_\_\_\_

I'd like to watch TV with sam tomorrow.

\_\_\_\_\_

**2 marks**

### Activity 3

Write about your best friend.

**Write four sentences. Use capital letters and full stops.**

Say who your best friend is.

Say how you met him or her.

Say **two** things you like about him or her.

1)

2)

**7 marks**

## Activity 4

You are going to have a party.

Write a message to invite your friend.

Say:

- why you are having a party
- which day it will be on
- the time it will start
- where it will be
- what food there will be
- what you want your friend to bring.

**Write in sentences. Use capital letters and full stops.**

**9 marks**

Check your work.

**End of assessment**