

Functional Skills English (4748)

Entry 2 Writing

Sample assessment

Writing

Candidate Paper

Going to the Gym

Time allowed: 30 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

Put the words in the box into alphabetical order.

sugar	son	sport
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1. _____
2. _____
3. _____

1 mark

Activity 2

Change the words in bold to say more than one.

Example: More than one egg	two <i>eggs</i>
a. More than one box	four _____
b. More than one girl	three _____

2 marks

Activity 3

Complete the form.



Win a year's FREE gym membership.
Please complete the form.

Full name _____

Address

Postcode _____

Date of birth _____

Tell us what your perfect gym would be like. **Write two sentences.**
Include at least **one describing word** and **one linking word**.

Thank you!

7 marks

Activity 4

You want to join the gym.

Write an email to your friend.

In your email say:

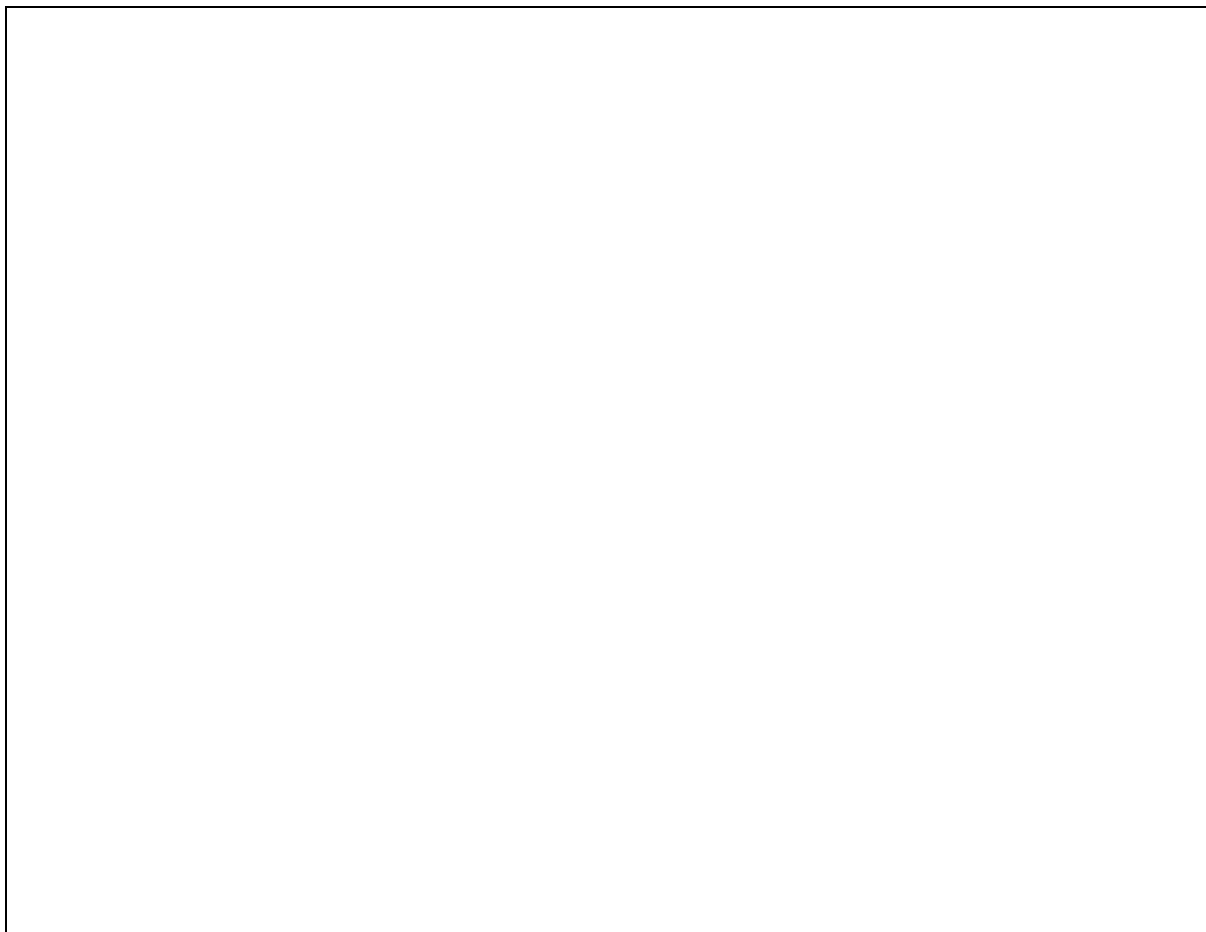
- where the gym is **and** how much it will cost
- which sports and activities you want to do
- how often you plan to go.

Write **three or four** sentences.

Write at least **two** sentences which have linking words, e.g. **and**, **or**, **but**.

10 marks

You can plan your writing here.



Write your email here.



An email composition window with a dark grey title bar containing minimize, maximize, and close buttons. The window has a light grey header area with an envelope icon and an arrow pointing right. Below the header are three text input fields: 'From: learner@abc.com', 'To: friend@abc.com', and 'Subject: The gym'. The main body of the window is a large, empty white area for writing the email content.

Check your work.

End of assessment