

# Functional Skills English (4748)

## Entry 2 Writing

### Sample assessment

## Writing

### Candidate Paper

## Free Time

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.

|       |       |          |
|-------|-------|----------|
| music | month | material |
|-------|-------|----------|

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**1 mark**

## Activity 2

Change the words in bold to say more than one.

Example: More than one **shop**                      five *shops*

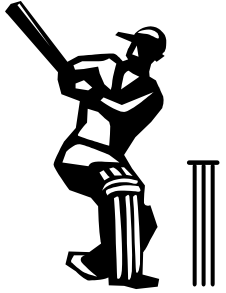
a. More than one **idea**                      six \_\_\_\_\_

b. More than one **match**                      two \_\_\_\_\_

**2 marks**

### Activity 3

Complete the form.

|   |   |  |
|---|---|--|
| <h1>Darley Cricket Club</h1> <h2>Ticket Order Form</h2>   |  |  |
| <b>Full name</b>  |   |  |
| <b>Address</b>  |   |  |
| <b>Postcode</b>   |   |  |
| <b>Number of tickets</b>  |   |  |
| Child - £3.00 <input type="checkbox"/>  | Adult - £7.00 <input type="checkbox"/>  | Student - £4.00 <input type="checkbox"/> |
| <b>Your chance to meet the players.</b><br><b>Write two sentences about why you want to meet the team.</b><br><b>Include at least one describing word and one linking word.</b> |   |  |

**7 marks**

## Activity 4

Write an email to a friend to arrange something to do in your free time.

Say:

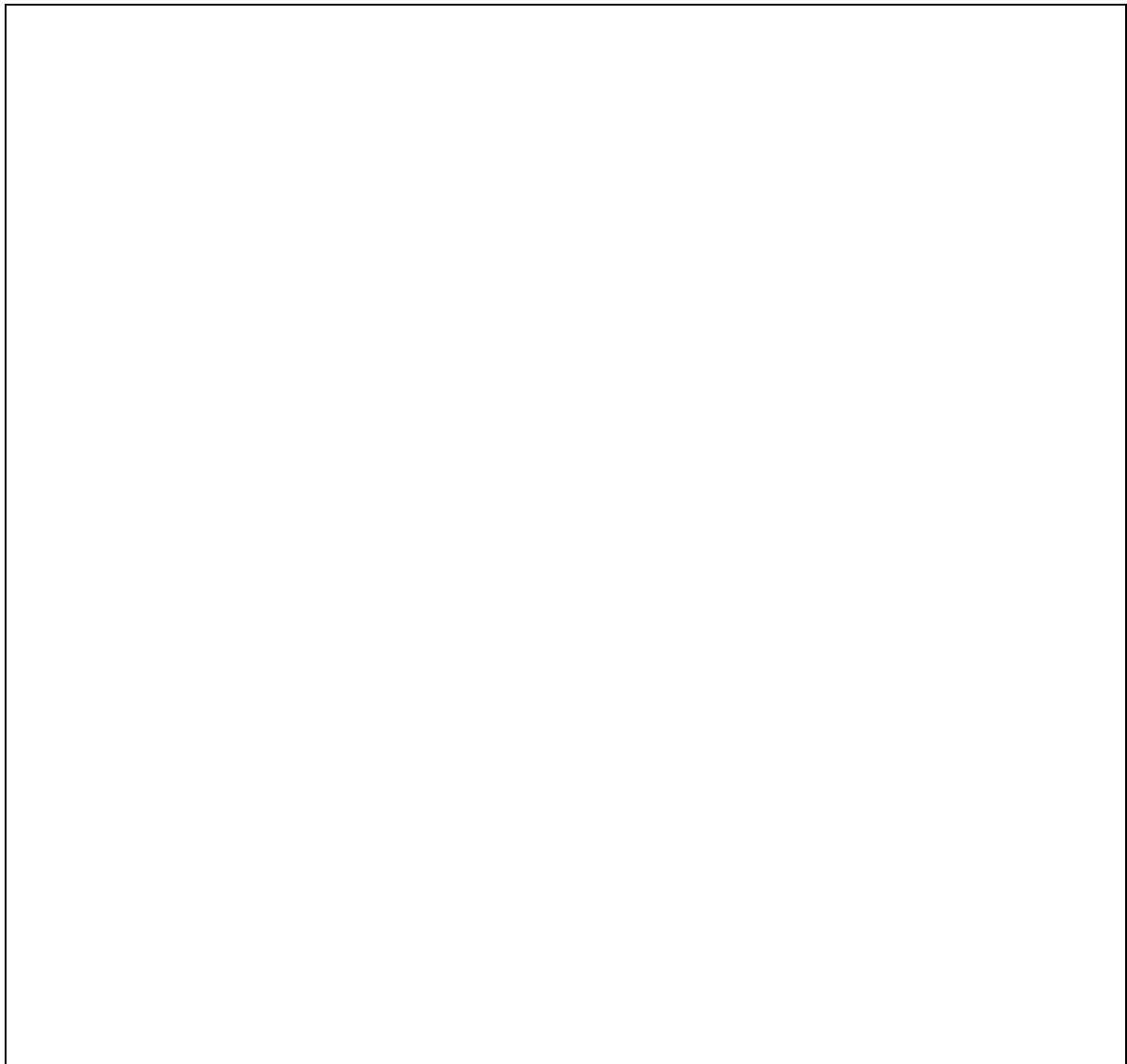
- what you want to do **and** why you want your friend to come
- when you want to do this
- where you want to meet.

Write **three or four** sentences.

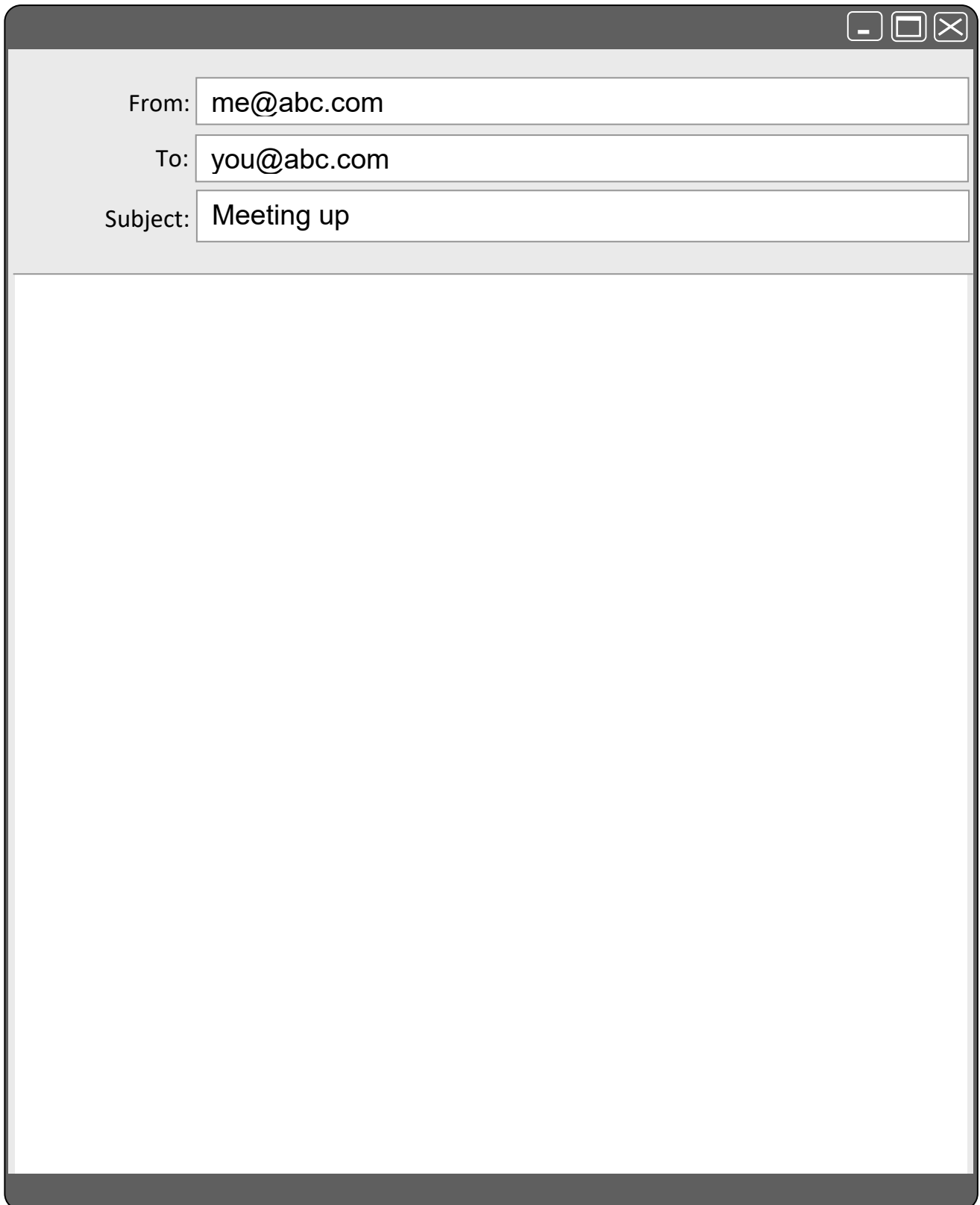
Write at least **two** sentences which have linking words, e.g. **and**, **or**, **but**.

**10 marks**

You can plan your writing here.



**Write your email here.**



From: me@abc.com

To: you@abc.com

Subject: Meeting up

Check your work.

**End of assessment**