

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:

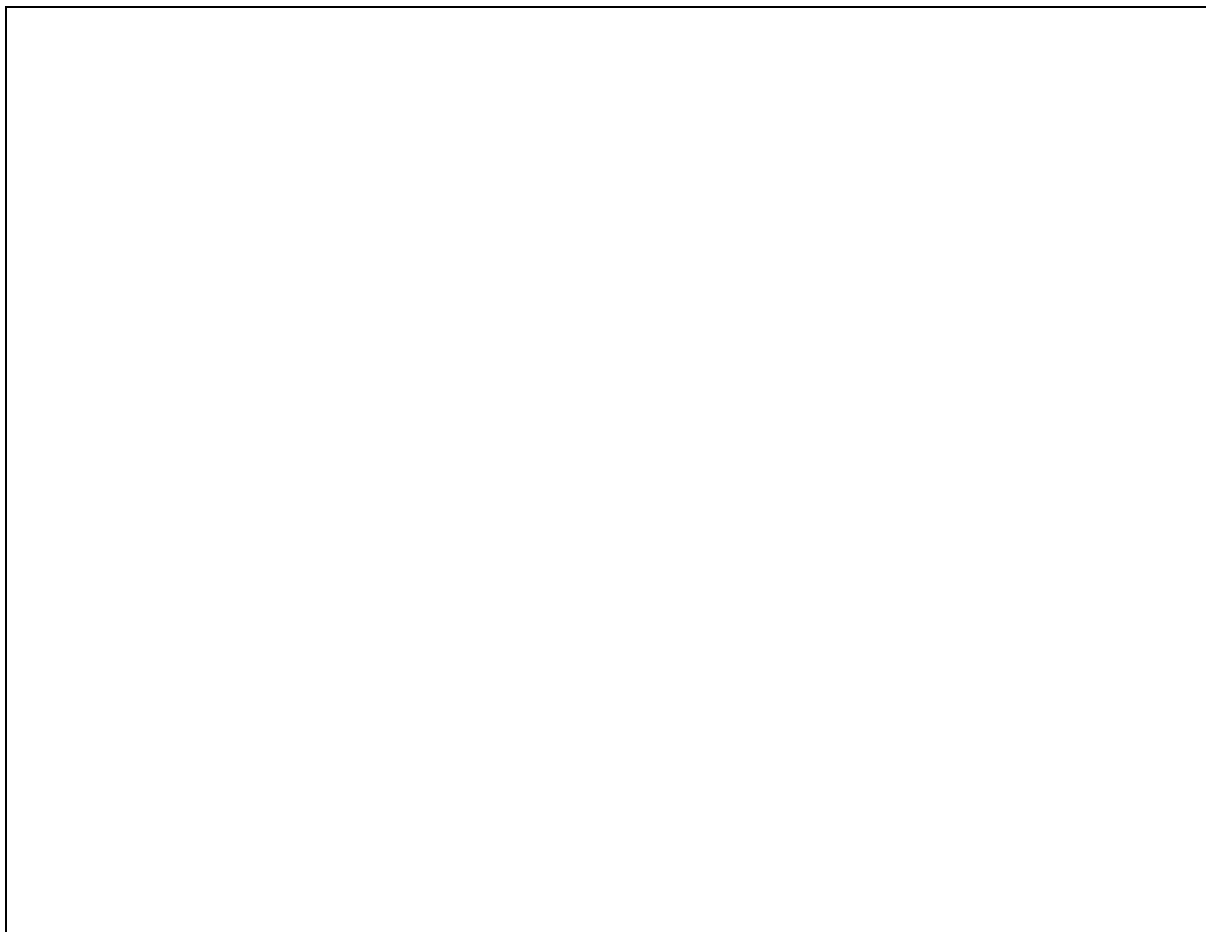
- where the gym is **and** how much it will cost
- which sports and activities you want to do
- how often you plan to go.

Write **three or four** sentences.

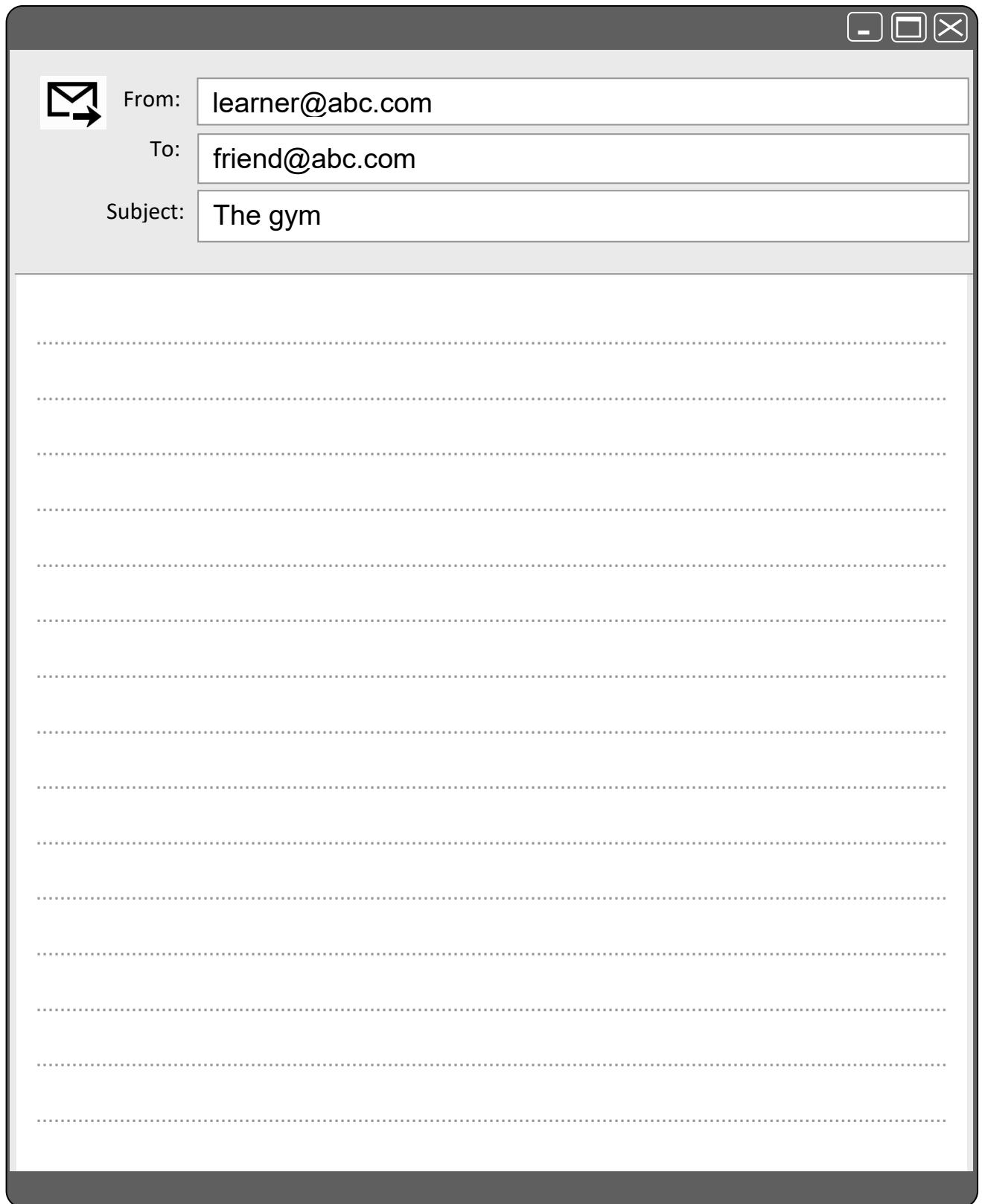
Write at least **two** sentences which have linking words, e.g. **and**, **or**, **but**.

10 marks

You can plan your writing here.



Write your email here.



The image shows a simulated email composition window. At the top right, there are three window control icons: a minus sign, a square, and an 'X'. On the left side, there is an envelope icon with an arrow pointing to the right. The main area of the window is divided into three input fields for the header information:

- From:** learner@abc.com
- To:** friend@abc.com
- Subject:** The gym

Below the header fields is a large, empty area with horizontal dotted lines, intended for writing the body of the email.

Check your work.

End of assessment