

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
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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 shop	five <i>shops</i>
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>		
Full name		
Address		
Postcode		
Number of tickets		
Child - £3.00 <input type="checkbox"/>	Adult - £7.00 <input type="checkbox"/>	Student - £4.00 <input type="checkbox"/>
Your chance to meet the players.		
Write two sentences about why you want to meet the team.		
Include at least one describing word and one linking word.		
.....		
.....		
.....		
.....		
.....		
.....		
.....		

7 marks

Activity 4

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

Say:

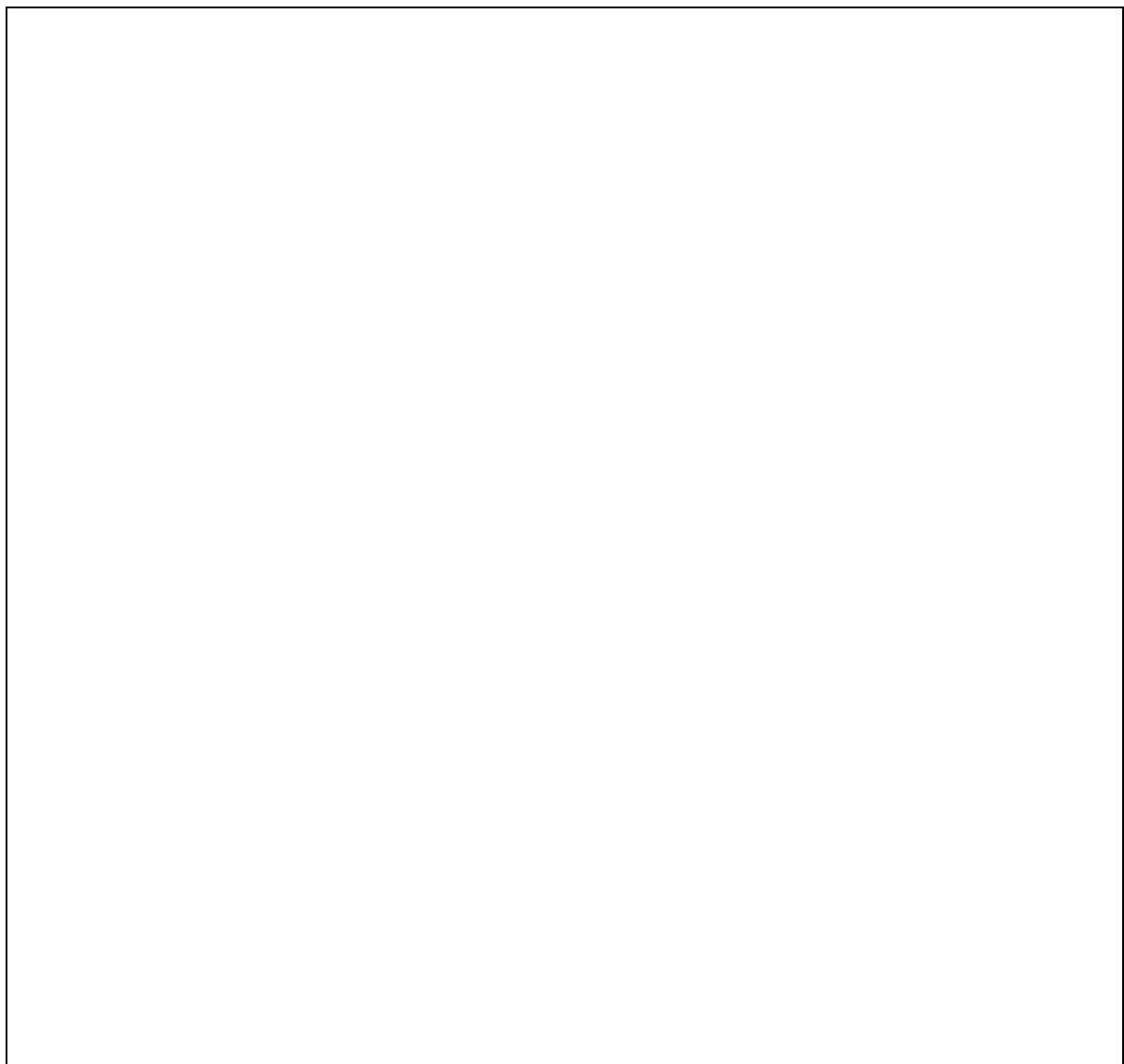
- what you want to do **and** why you want your friend to come
- when you want to do this
- where you want to meet.

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.

The image shows a window for composing an email. At the top right, there are three standard window control icons: a minus sign, a square, and an 'X'. Below these, the header area contains three text boxes. The first is labeled 'From:' and contains the text 'me@abc.com'. The second is labeled 'To:' and contains 'you@abc.com'. The third is labeled 'Subject:' and contains 'Meeting up'. Below the header is a large, empty area with horizontal dotted lines, intended for writing the body of the email.

Check your work.

End of assessment