

# Functional Skills English (4748)

## Entry 2 Writing

### Sample assessment



www.cityandguilds.com  
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Version 2.0

## Writing

### Candidate Paper

## Places

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.

hut	hall	hotel
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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 *shops*

a. More than one **office**          three \_\_\_\_\_

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

**2 marks**

### Activity 3

Complete the booking form.



# Perfect Holiday Homes

## Booking Form

Full name .....

Address .....

.....

.....

Telephone number .....

Where do you want to stay?

castle |  villa |  farm |  other .....

**Write two sentences about the place you want to stay.**

**Include at least one describing word and one linking word.**

.....

.....

.....

.....

.....

.....

**7 marks**

## Activity 4

Write about a place you have been.

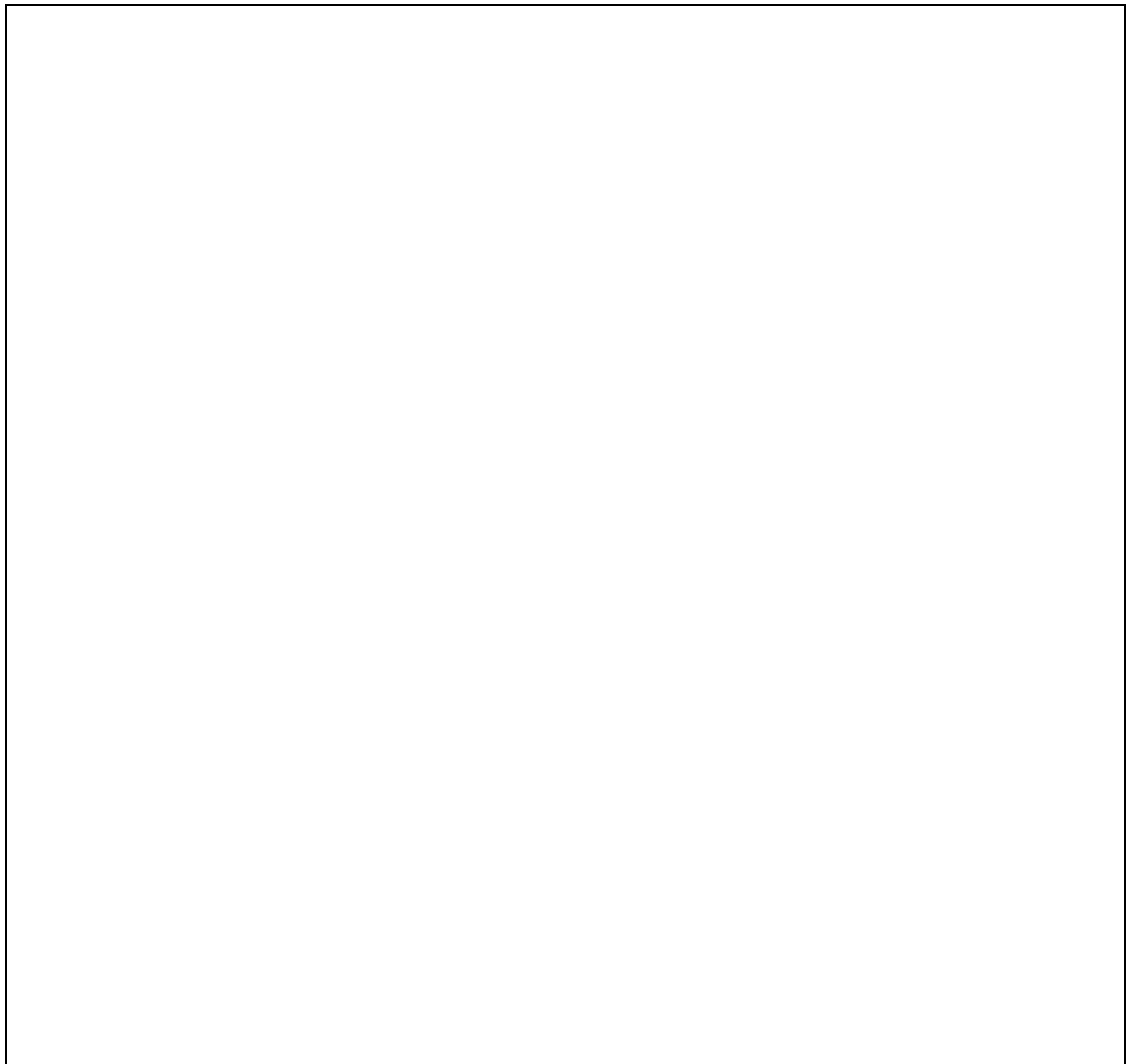
- Say where you went **and** how you got there.
- Describe what you saw **and** what you liked.

Write **three or four** sentences.

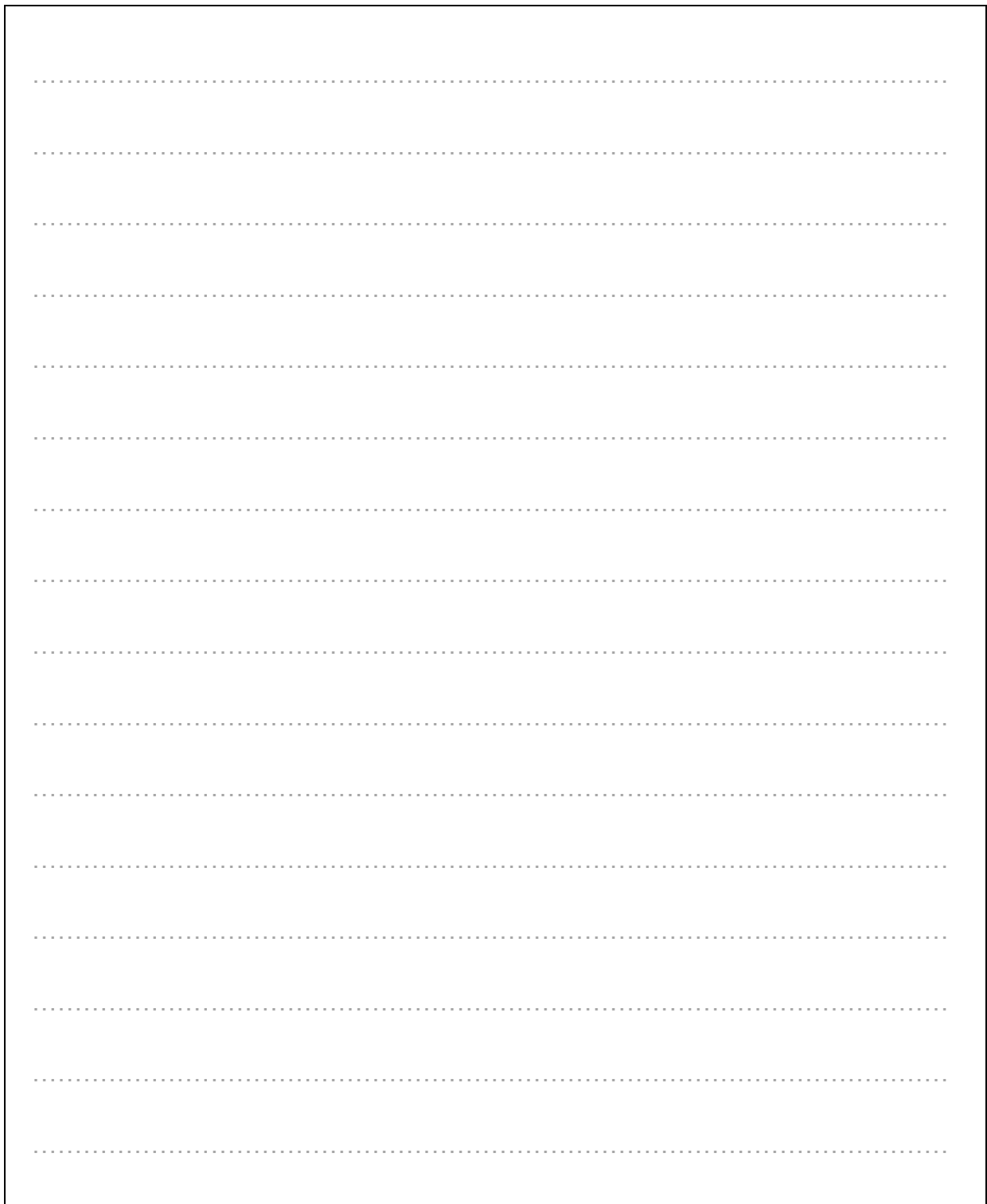
Write at least **two** sentences which have linking words, e.g. **and**, **or**, **but**.

**10 marks**

You can plan your writing here.



**Write your text here.**

A large rectangular box with a solid black border, containing 20 horizontal dotted lines spaced evenly down the page, intended for writing.

**Check your work.**

**End of assessment**