

# Functional Skills Mathematics (4748) Entry 2 Sample Assessment



www.cityandguilds.com  
March 2023  
Version 1.0

## Candidate's paper – Non-calculator Letters and Parcels

**Time allowed – 25 minutes**

**Marks: 9**

Name: \_\_\_\_\_

City & Guilds Enrolment Number: \_\_\_\_\_

Date of registration: \_\_\_\_\_

Date of assessment: \_\_\_\_\_

### You will need

- a pen with black or blue ink
- a pencil
- a rubber
- a ruler.

You may use a dictionary.

You must **not** use a calculator.

### Instructions

- Read each question carefully.

### Candidate's declaration:

I confirm that this assessment is my own work.

**Candidate's signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Non-calculator paper

There are **9** marks available.

You must **not** use a calculator.



**Q1**

Work out  $81 \div 9 =$

.....

**1 mark**

**Q2**

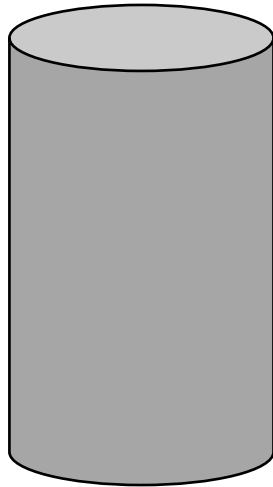
What number comes next in this list?

**83 85 87 89 .....**

**1 mark**

**Q3**

What is the name of this shape?



.....

**1 mark**

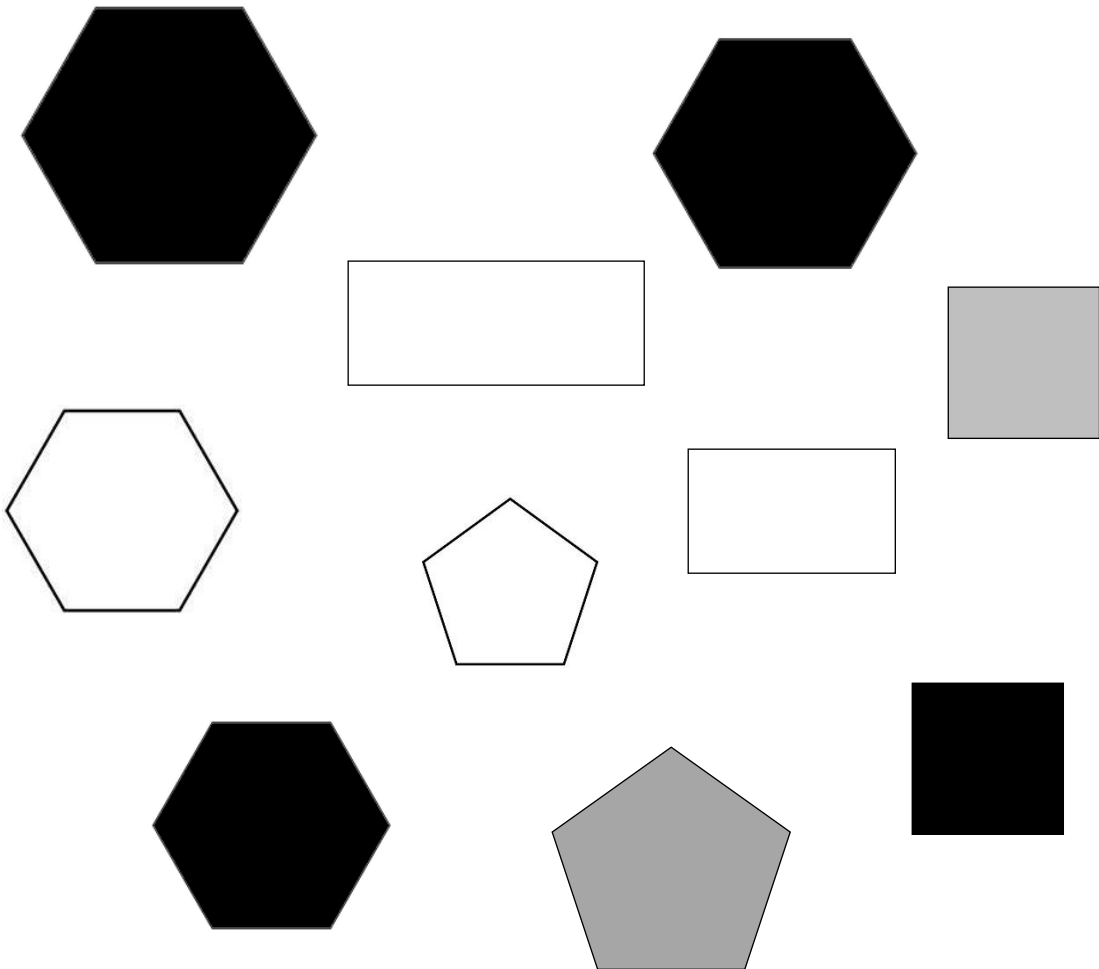
Q4

How many weeks are there in **one** year?

..... weeks

1 mark

Q5



Tick all the black hexagons.

1 mark

**Q6** Count these stamps.



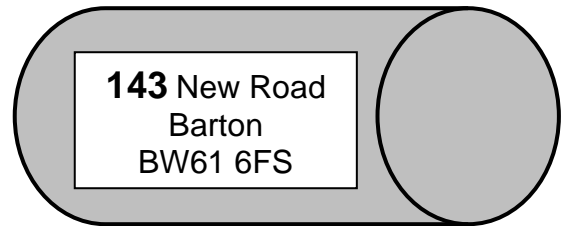
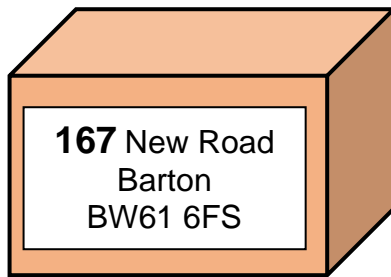
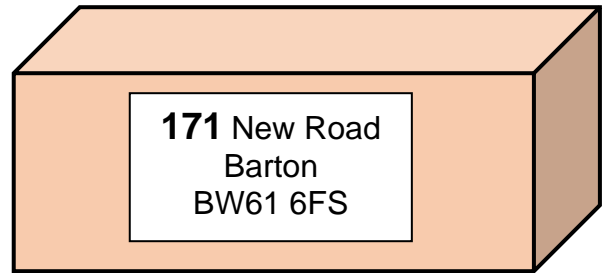
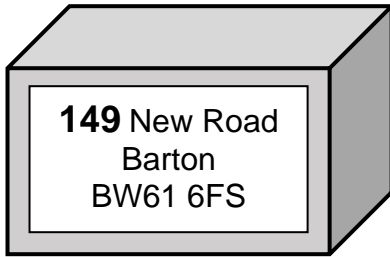
How many stamps are there?

.....

**1 mark**

**Q7** A postal worker needs to sort these parcels in house number order ready to be delivered.

She starts with the **smallest** number.



Write down the numbers in order.

.....

**1 mark**

**Q8** A man needs to buy 2 envelopes size C5

He finds this information on a website.

Size	Cost
C4	17p each
C5	19p each

How much will the man pay? **Give units with your answer.**

.....

**1 mark**

**Q9** A trainee in the post room keeps a record of the numbers of parcels they send out each day.

The trainee makes this table.

A supervisor asks the trainee which day the **largest** number of parcels was sent.

Day	Numbers of parcels sent
Monday	162
Tuesday	126
Wednesday	187
Thursday	136
Friday	184
Saturday	148

What does the trainee tell the supervisor?

.....

**1 mark**

**Total marks: 9**

**End of non-calculator paper**

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# Functional Skills Mathematics (4748) Entry 2 Sample Assessment



www.cityandguilds.com  
March 2023  
Version 1.0

## Candidate's paper – Calculator allowed Letters and Parcels

**Time allowed – 65 minutes**

**Marks: 27**

Name: \_\_\_\_\_

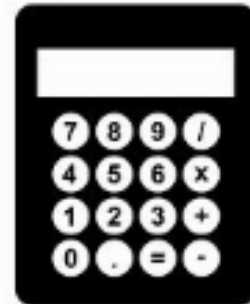
City & Guilds Enrolment Number: \_\_\_\_\_

Date of registration: \_\_\_\_\_

Date of assessment: \_\_\_\_\_

### You will need

- a calculator
- a pen with black or blue ink
- a pencil
- a rubber
- a ruler.



You may use a dictionary.

### Instructions

- Read each question carefully.
- Answer **all** the questions.

### Candidate's declaration:

I confirm that this assessment is my own work.

**Candidate's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Calculator paper**

There are **27** marks available.

You may use a calculator.

**Q1**

90 – 61 =

.....

**1 mark**

**Q2**

Which one of these days is the hottest?  
**Tick one.**

- A** Monday      22°C
- B** Tuesday      25°C
- C** Wednesday    28°C
- D** Thursday      23°C

**1 mark**

**Q3**

Write these amounts of water in order **starting with the largest amount.**

30 litres      50 litres      5 litres      25 litres      10 litres

..... litres      ..... litres      ..... litres      ..... litres      ..... litres

**1 mark**

**Q4** A customer in a post office needs to post this parcel.



She needs to put one of these stickers on each of the faces of the parcel.



**a** How many stickers will the customer need?

.....stickers

**1 mark**

She buys 16 stamps. She will give a **quarter** of them to a friend.



**b** How many stamps will she keep?

Show your working out.

.....stamps

**2 marks**

**Q5** A man goes to the post office. He wants to send **4 Large Letters** and a **Small Parcel** to the USA.

Each Large Letter **costs £9** and the Small Parcel **costs £24** to send.

He pays with his debit card.

**a** What amount will the man pay with his card?

Show your working out.

£ \_\_\_\_\_

**2 marks**

The man also needs to send a parcel to Leeds.

The cost to send this parcel is £15

He pays with a £50 note.

**b** What amount of change should he get?

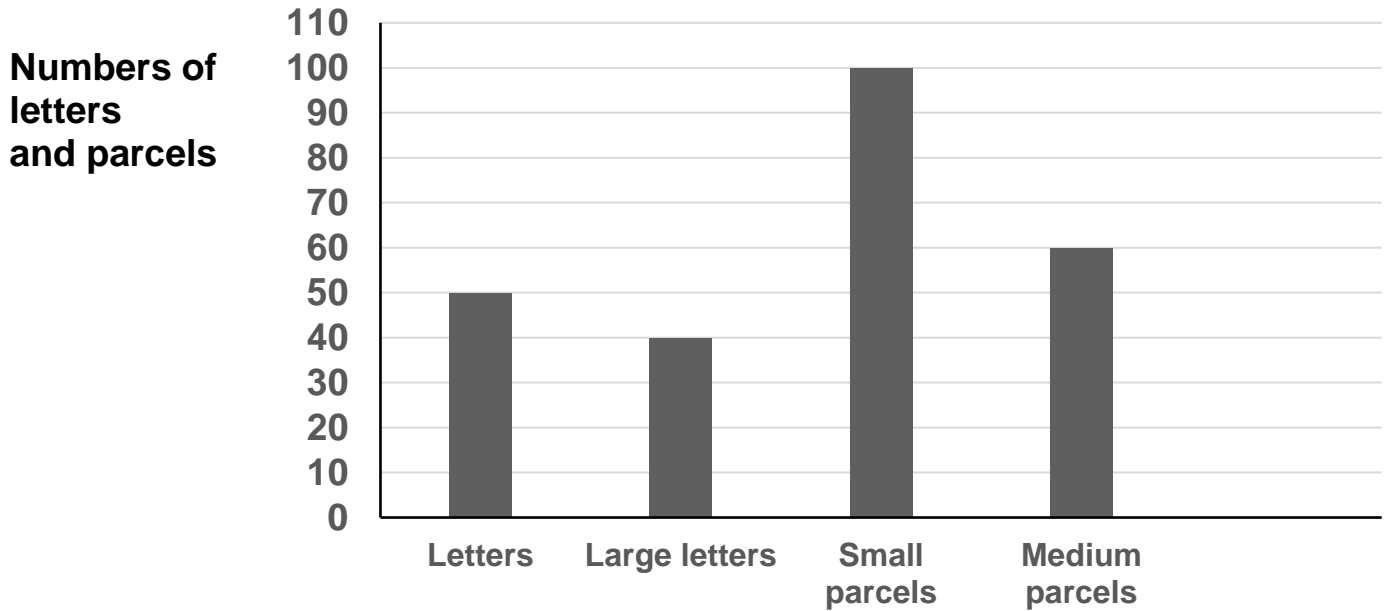
Show your working out.

Change £ \_\_\_\_\_

**2 marks**

**Q6** The supervisor in a post room asks a trainee to **compare** the numbers of small parcels and medium parcels they sent last week.

**Letters and parcels sent last week**



**a** How many small and medium parcels are there?

Number of small parcels .....

Number of medium parcels .....

**1 mark**

**b** Compare the number of small and medium parcels sent.

.....  
.....  
.....

**1 mark**



The supervisor needs to work out the number of **small parcels** sent so far this week.

She does this calculation

$$19 + 28 + 32 = 79$$

She uses approximation to check her calculation

- c** Show how she can use approximation to check her calculation.

Write your check here.

**1 mark**

**Q7** A man wants to know the cost to send a letter.  
He needs to measure the size of the envelope.

The **width** of the envelope measures **16.3 centimetres**.

He measures **the length** of the envelope with this ruler.



**a** Make a note of these measurements.  
**Give units with your answers.**

**Width** .....

**Length** .....

**3 marks**

The man needs to post this letter.

This table shows the different types of letter and the cost to send.

Letter type	Length	Width	Cost to send
Small letter (up to)	24 cm	16.5 cm	68p
Large letter (up to)	35.3 cm	25 cm	£2

**b** Which letter type must the man choose?  
**Give a reason for your answer.**  
**Use the measurements to help you.**

**Letter type** .....

**Reason** .....

.....

.....

**2 marks**

**c** What is the cost to send the letter?

.....

**1 mark**

**Q8** This is the date and time a postman tried to deliver a parcel.

March 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



The customer was out.

The postman left this card to say when he tried to deliver the parcel.

**a**

What did the postman write on the card?  
**Complete the card.**

*I'm sorry we have missed you*

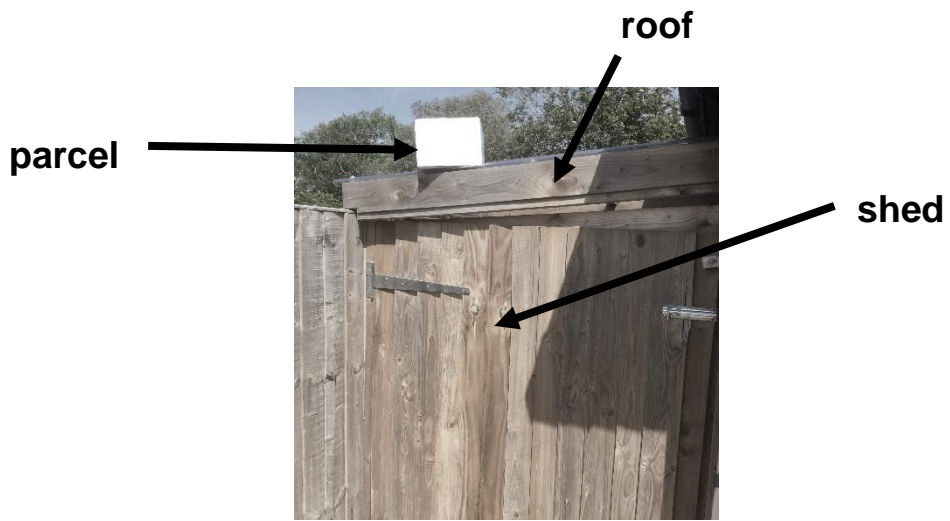
**Date** .....

**Time** .....

**2 marks**

The postman needs to write on the card to say where the parcel is.

This diagram shows where the postman leaves the parcel.



**b**

Fill in the card.

Your parcel is .....

.....

**1 mark**

**Q9** A woman wants to send a card and three different gifts to a friend. The card and gifts must weigh less than 100 grams in total.

The card weighs 28 grams.



**torch**  
**54 grams**



**gift voucher**  
**3 grams**



**key ring**  
**49 grams**



**pen**  
**17 grams**



**note book**  
**98 grams**



**phone case**  
**18 grams**



**mirror**  
**66 grams**



**purse**  
**43 grams**

**a**

Make a list of the things she sends. Include the weights.

**3 marks**

**b**

What is **the total weight** of the things she sends?  
**Give units with your answer.**

Show your working out.

**Total weight .....**

**2 marks**

**Total marks: 27**

**End of calculator paper**

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