

# Functional Skills English (4748)

## Entry 3 Writing

### Sample assessment



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Version 1.2

## Writing

### Candidate Paper

# Money Matters

Time allowed: 40 minutes

Total marks: 30

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 \_\_\_\_\_

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### Activity 1

Put the words into alphabetical order.

sell	savings	safe	salary
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**1 mark**

### Activity 2

Write the plural of the words in bold.

Example: More than one **person**

two *people*

a. More than one **penny**

twenty \_\_\_\_\_

b. More than one **thief**

forty \_\_\_\_\_

**2 marks**

### Activity 3

You want to invite a bank manager to your place of study to talk about saving money.

Write a letter to the manager to explain:

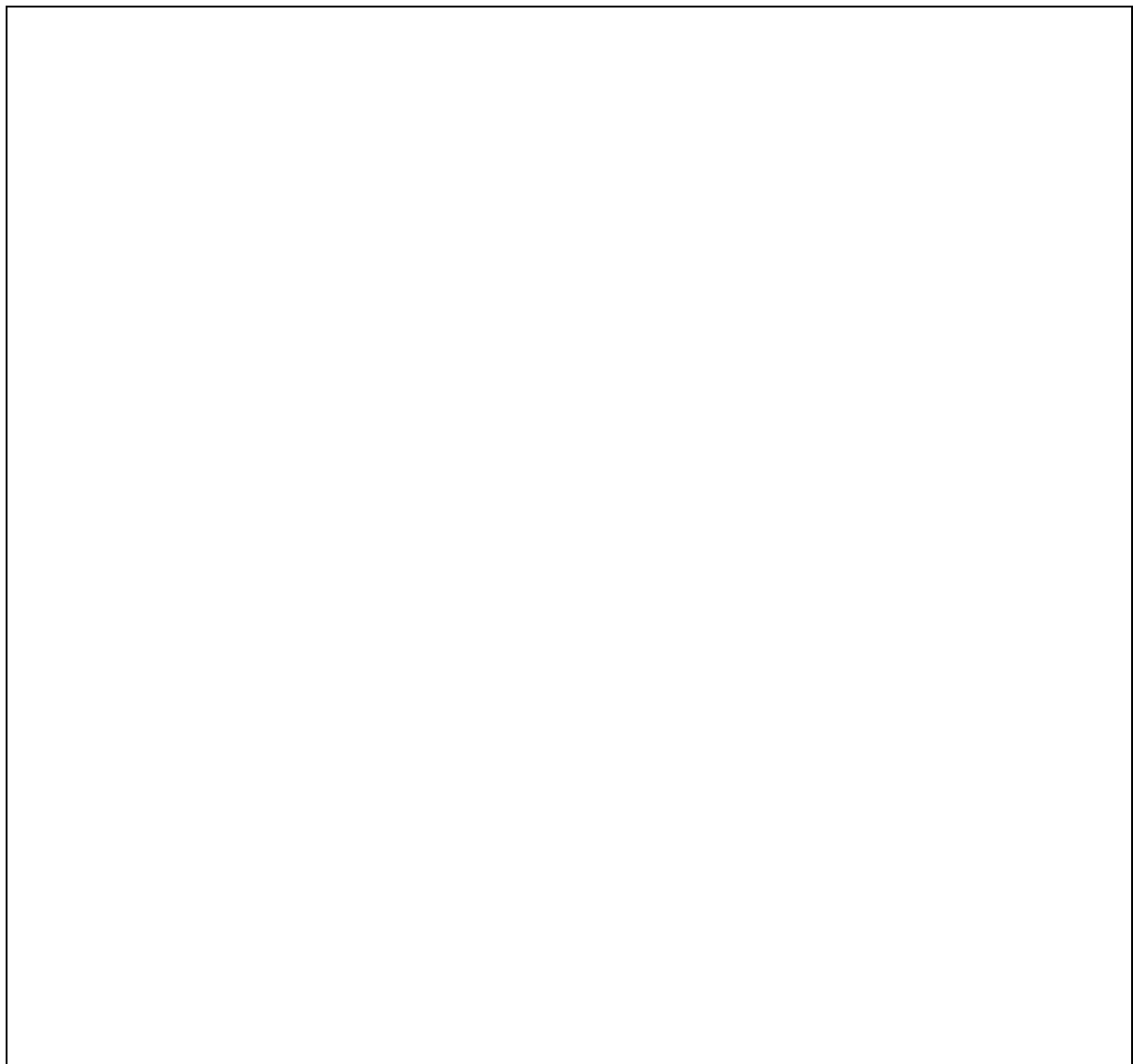
- why you want them to visit
- what you want them to talk about
- when you would like them to come
- how they can get to the place of study.

**Write at least 4 complete sentences. Include at least one sentence which has a linking word.**

**Use language and format suitable for the task.**

**11 marks**

You can use this space to plan your writing.

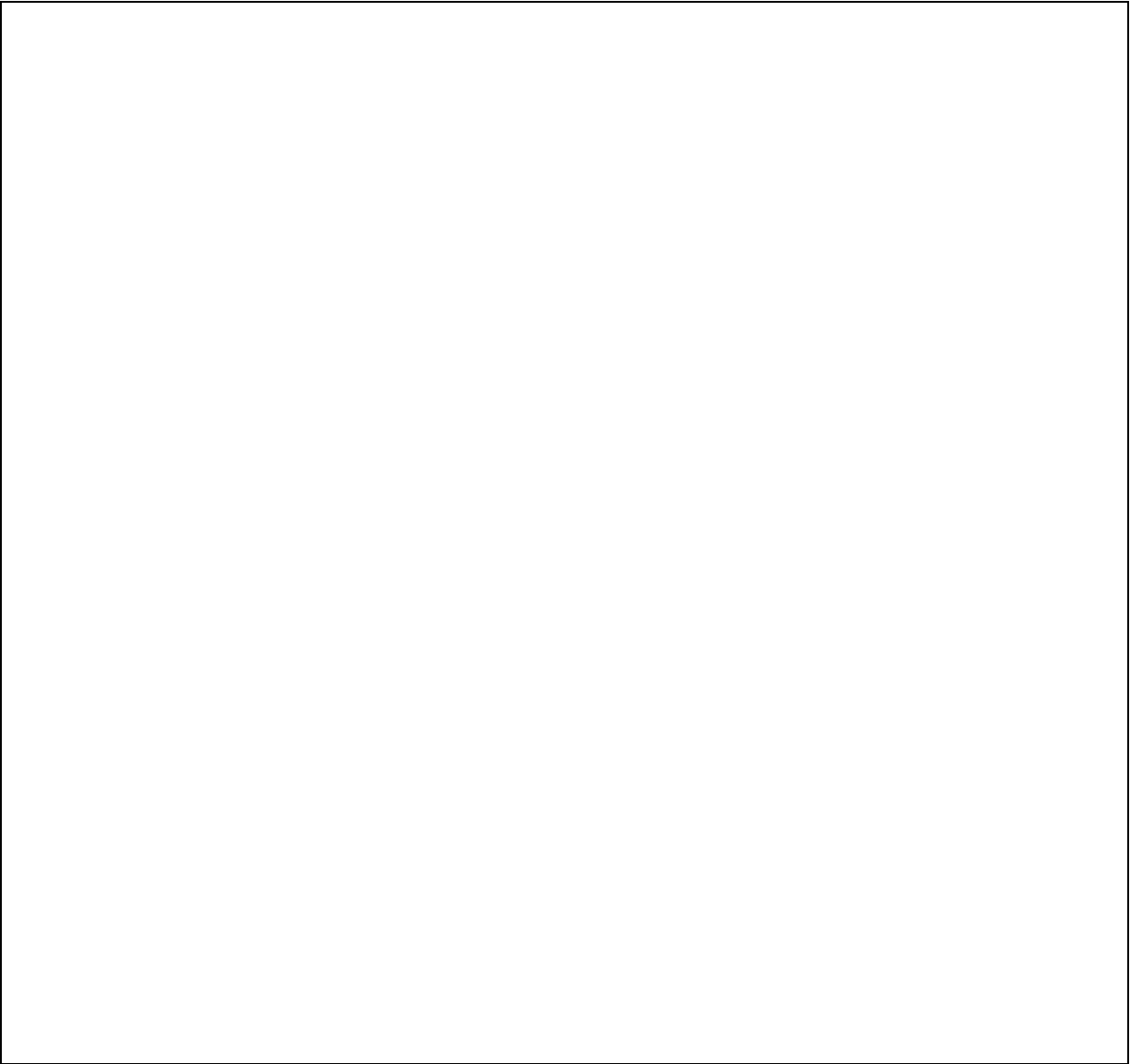


**Write your letter here.**

42 Your Street  
Any Town  
MF24 5GT

Mrs Smith  
Manager  
Lake Bank  
15 Main Road  
Marfield  
MF24 3EF

.....



## Activity 4

Write a story about someone who loses some money.

Write about:

- what happened
- when and where it happened
- how the person felt
- what happened next.

Write your story using:

- complete sentences
- language suitable for a story
- format suitable for a story (e.g. title).

**Write at least 3 paragraphs and include at least 2 sentences using linking words.**

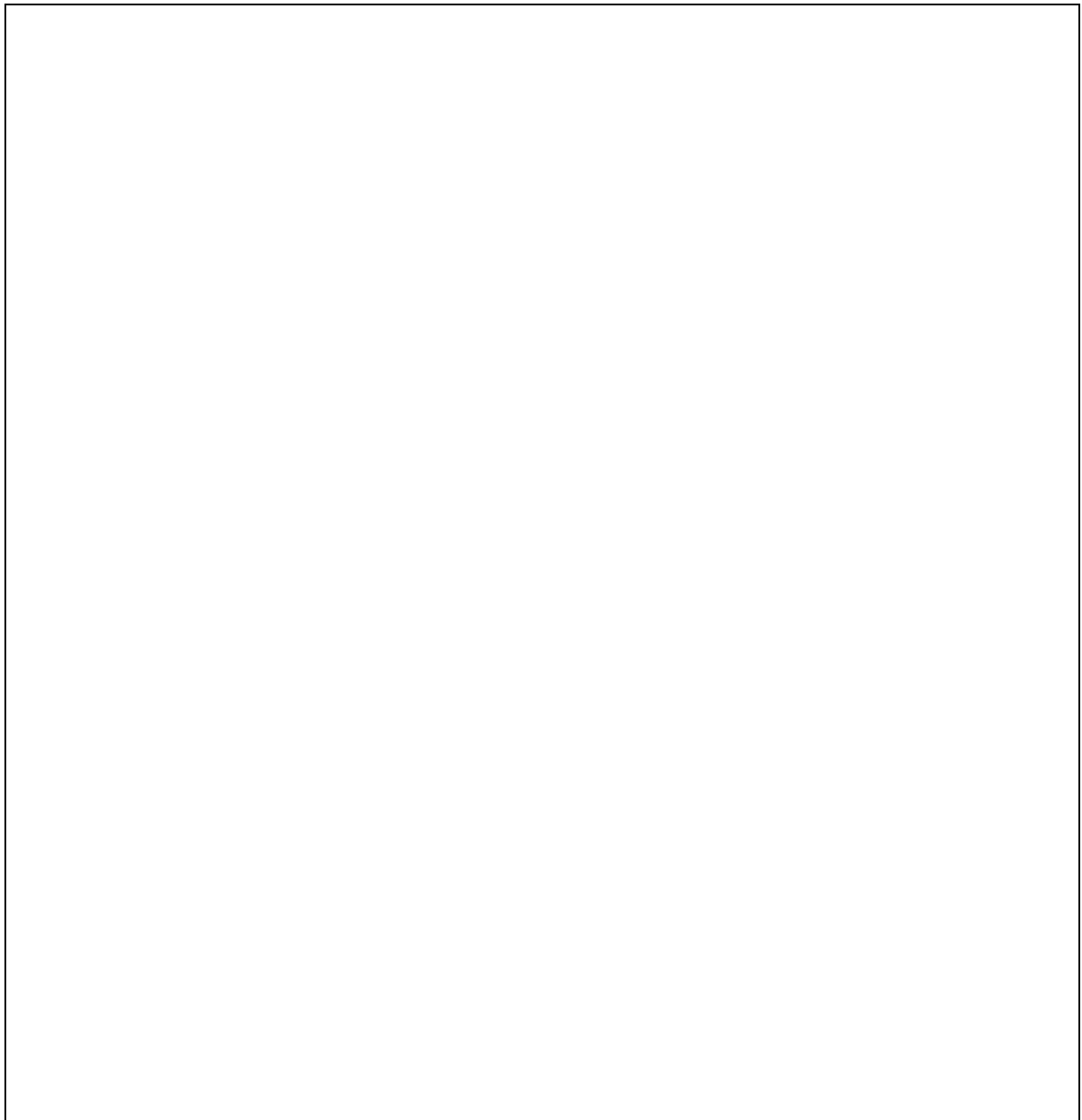
**16 marks**

You can use this space to plan your writing.

**Write your story here.**

A large, empty rectangular box with a thin black border, intended for the candidate to write their story. The box occupies most of the page's vertical space.





Check your work.

**End of assessment**