

# Functional Skills English (4748)

## Entry 3 Writing

### Sample assessment



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Version 1.0

## Writing

### Candidate Paper

# Sugar

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.

sweet	sticky	strict	stock
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**1 mark**

### Activity 2

Write the plural of the words in bold.

Example: More than one <b>person</b>	two <i>people</i>
a. More than one <b>life</b>	nine _____
b. More than one <b>tooth</b>	some _____

**2 marks**

### Activity 3

You plan to look after your health better and stop eating sugary foods (e.g. cakes, biscuits, fizzy drinks).

Write an email to your friend and tell them about your plan.

Explain:

- why you want to cut out sugary foods
- what you think the benefits will be
- what you think the difficulties will be
- how your friend can help you.

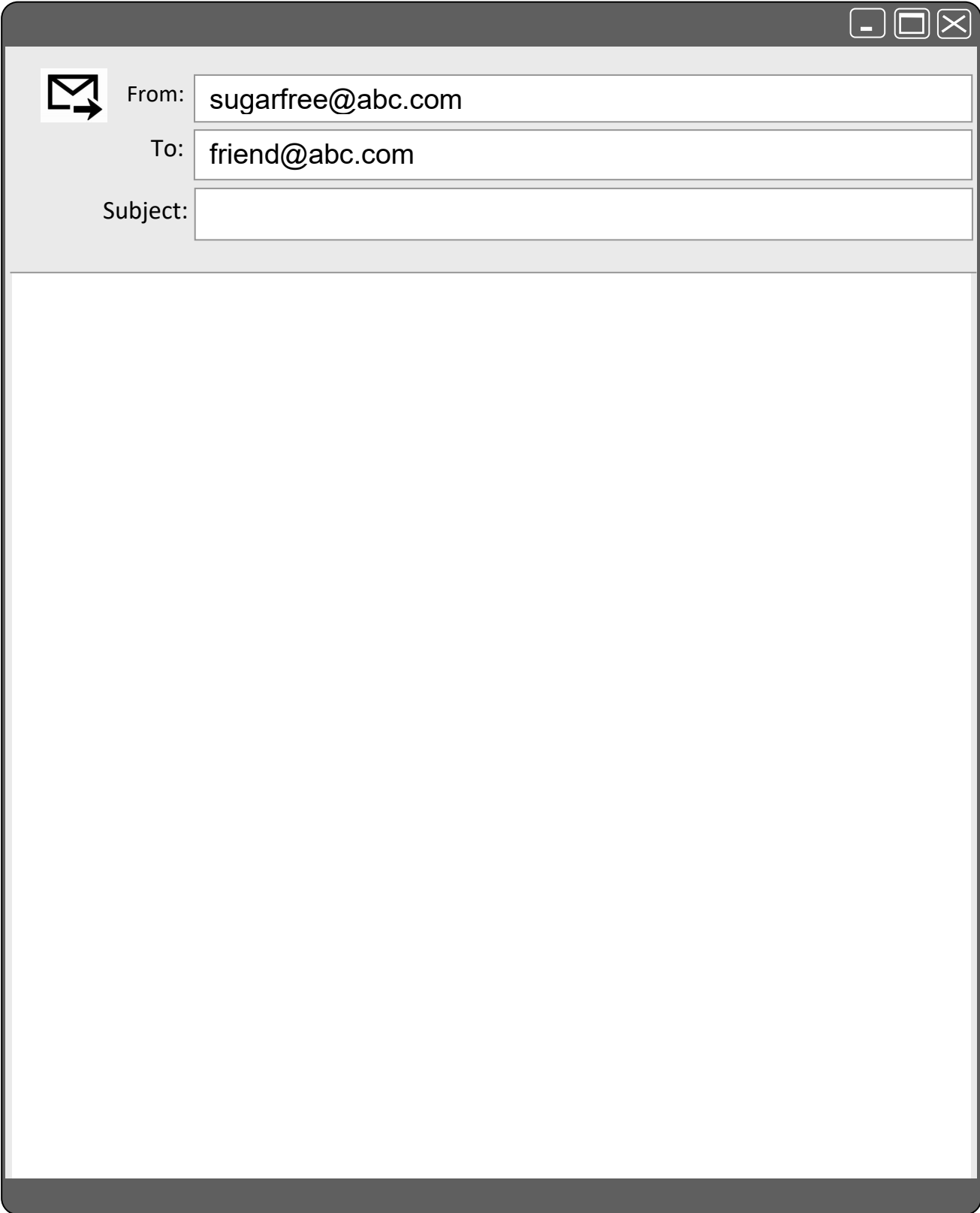
**Write at least 4 complete sentences. Include at least one sentence which has a linking word.**

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

**11 marks**

You can use this space to plan your writing.

Write your email here.



The image shows a window for composing an email. 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. To the right of the icon, there are three input fields. The first field is labeled 'From:' and contains the text 'sugarfree@abc.com'. The second field is labeled 'To:' and contains the text 'friend@abc.com'. The third field is labeled 'Subject:' and is currently empty. Below these fields is a large, empty rectangular area for writing the body of the email.

## Activity 4

Write a report about the problem of too much sugar in food and drink.

Talk about:

- which foods and drinks have a lot of sugar
- why people should reduce the amount of sugar they have
- how people can make changes to what they eat and drink
- what shops can do to help.

Write your report using:

- complete sentences
- language suitable for a report
- format suitable for a report (e.g. bullet points, headings).

**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 report here.**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the candidate to write their report.



Check your work.

**End of assessment**