

# Functional Skills English (4748)

## Entry 3 Writing

### Sample assessment

## Writing

### Candidate Paper

# Shopping Experiences

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 \_\_\_\_\_

### Activity 1

Put the words into alphabetical order.

tomato	turnips	toothbrush	toiletries
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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>woman</b>	three _____
b. More than one <b>half</b>	two _____

**2 marks**

### Activity 3

Your local supermarket is asking customers about how they like to shop.

Complete the form for a chance to win a £50 shopping voucher.

Say:

- why you shop at that supermarket
- how often you shop there
- what kind of bargains you would like them to offer
- what treats you would buy if you won the voucher.

**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.

Complete the form.

## **Jackson's Supermarket**

Your chance to win a £50 shopping voucher!



Name \_\_\_\_\_

Contact details \_\_\_\_\_

Tell us how you like to shop.

**Put your entry in the box – good luck!**

## Activity 4

Write an email to a shop about a problem with something you bought there.

Say:

- what you bought and when you bought it
- what the problem was
- the effect this has had
- what you want the shop to do.

Write your email using:

- complete sentences
- language suitable for an email to a shop
- format suitable for an email (e.g. subject, opening and closing phrases).

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

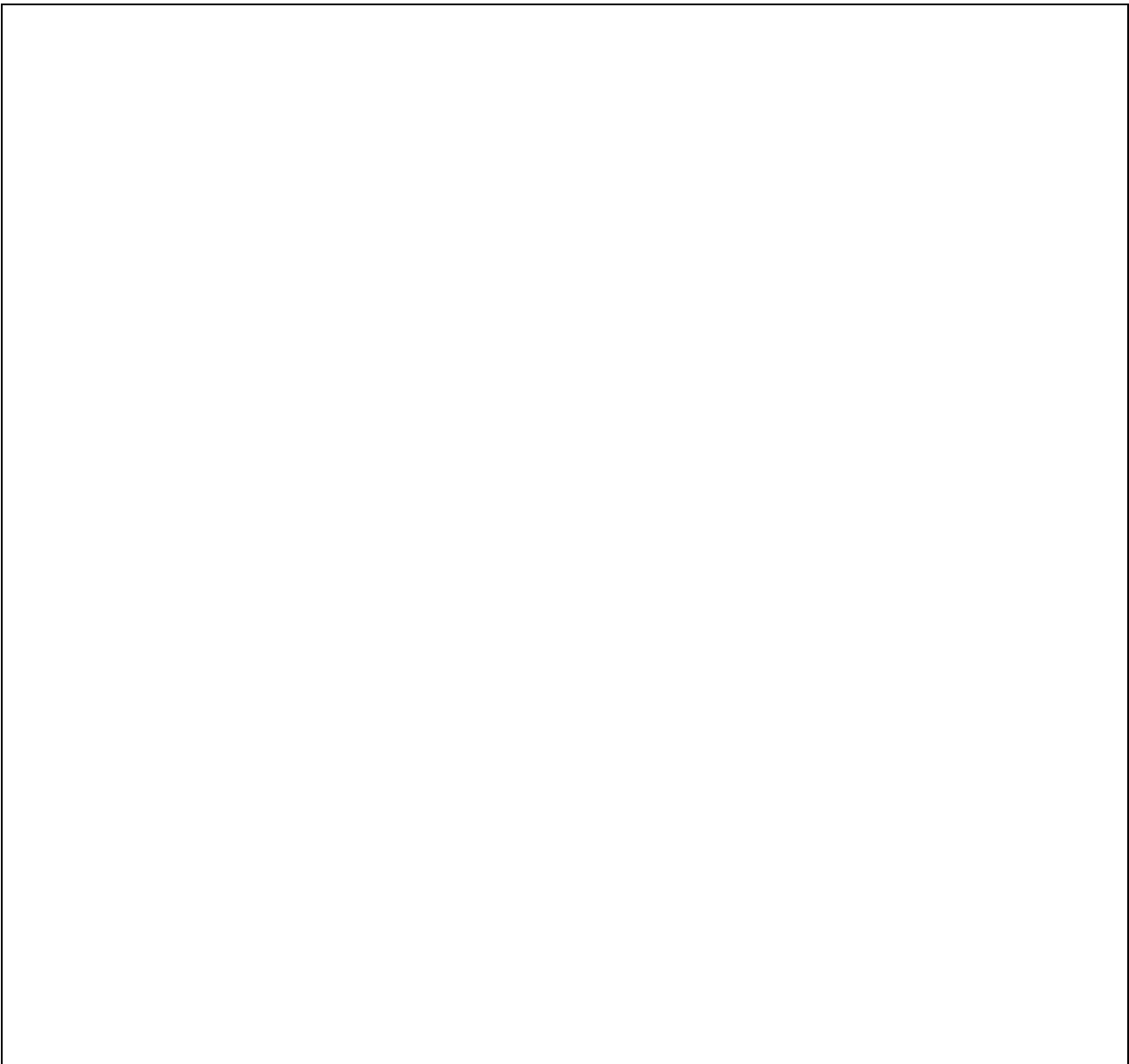
**16 marks**

You can use this space to plan your writing.

Write your 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 right. To the right of the icon are three input fields. The first field is labeled 'From:' and contains the text 'customer@abc.com'. The second field is labeled 'To:' and contains the text 'shop@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.



Check your work.

**End of assessment**