

Functional Skills English (4748)

Entry 3 Writing

Sample assessment

Writing

Candidate Paper

Charity Day

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.

exercise	essential	except	especially
----------	-----------	--------	------------

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 **charity**

three _____

b. More than one **shelf**

four _____

2 marks

Activity 3

Write an email to a friend about a local charity.

Tell them:

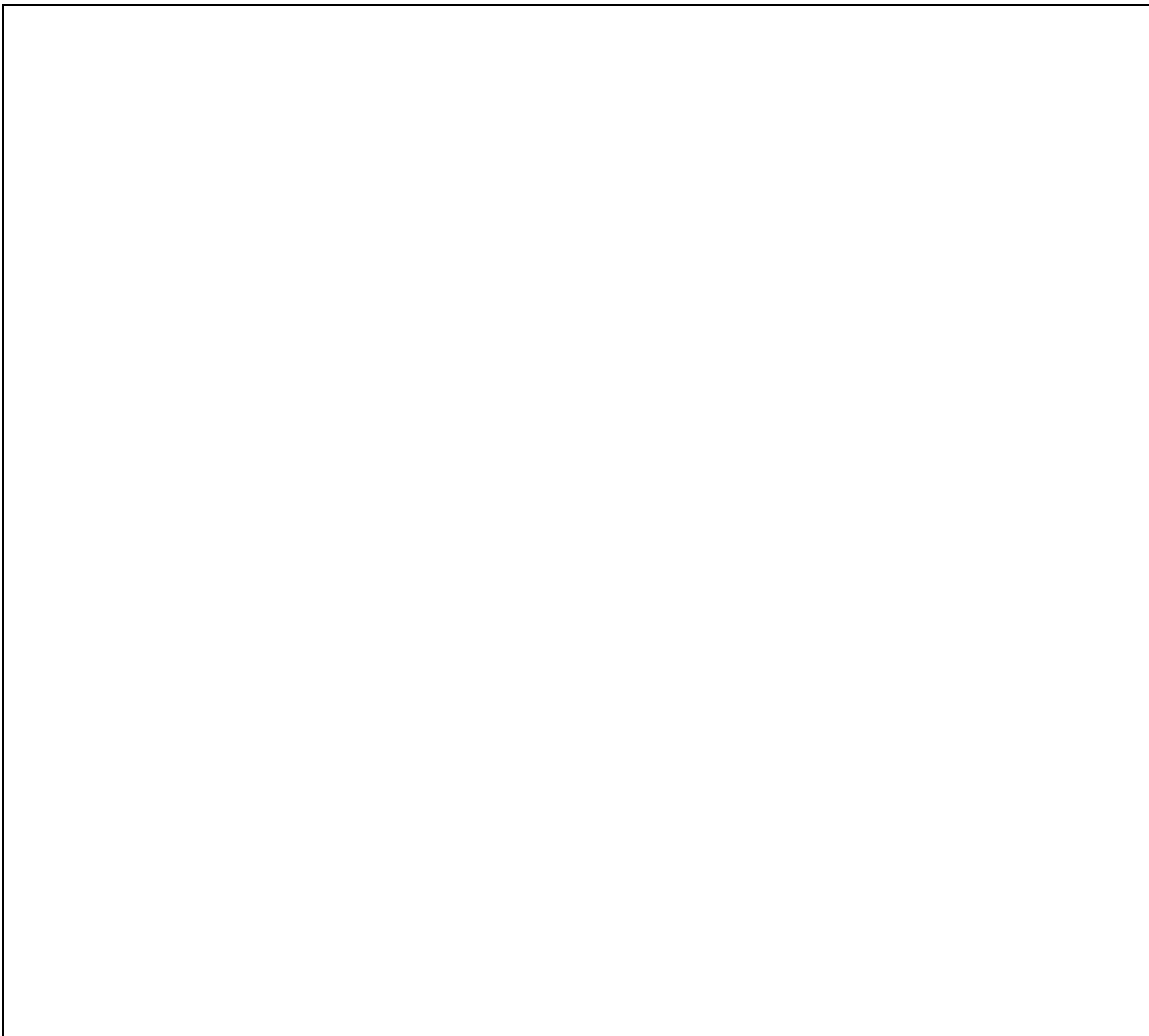
- the name of the charity
- what the charity does
- why you like this charity
- how you and your friend can help.

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

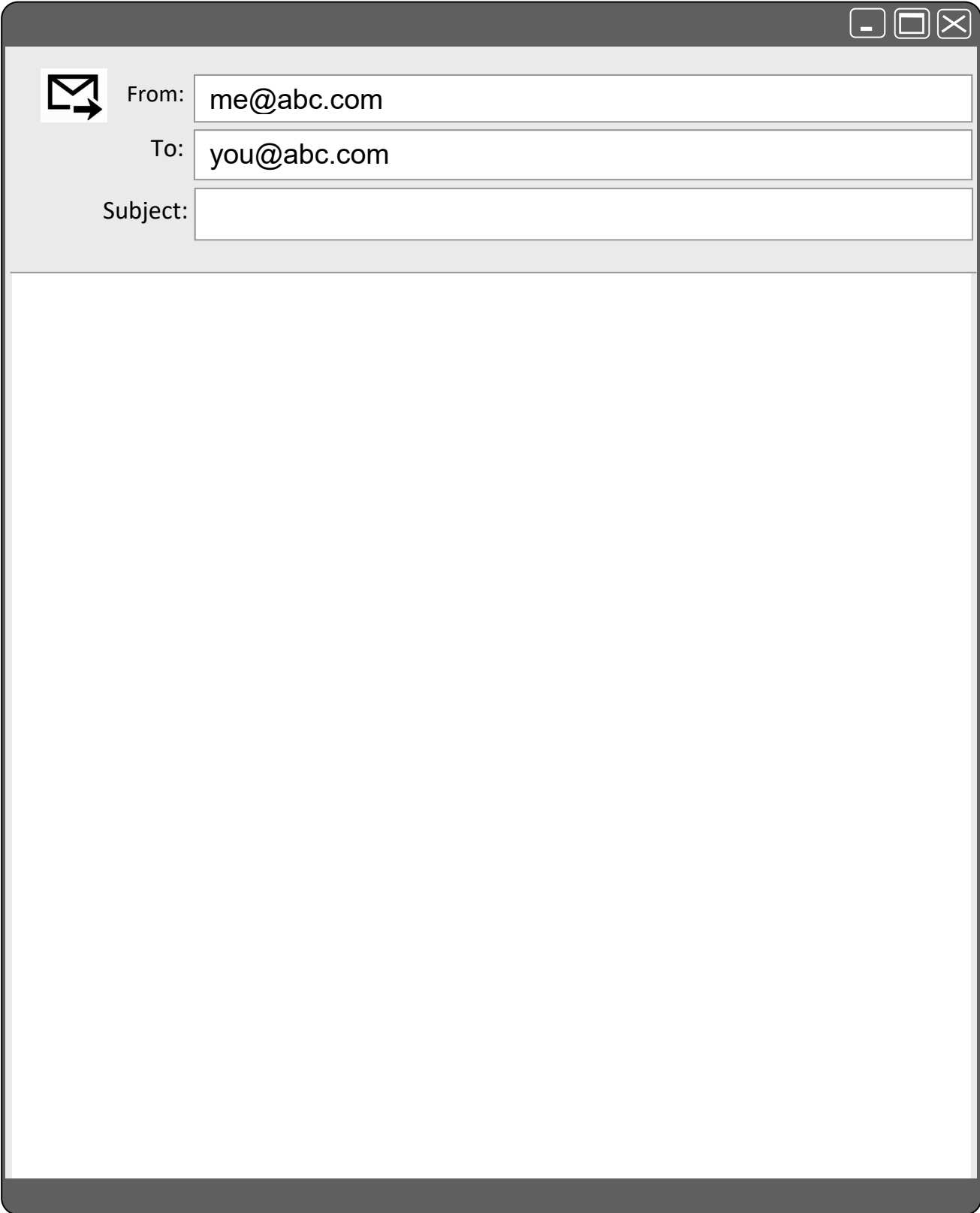
Use language and format suitable for the task.

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 right. To the right of the icon are three input fields. The first field is labeled 'From:' and contains the text 'me@abc.com'. The second field is labeled 'To:' and contains the text 'you@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 a charity fundraising event.

Say:

- what the event was
- where it took place
- how much money was raised
- what the charity will do with the money.

Use:

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

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