

# Functional Skills English (4748)

## Entry 3 Writing

### Sample assessment

## Writing

### Candidate Paper

# Community

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.

perfume	paper	people	particular
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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>man</b>	four _____
b. More than one <b>leaf</b>	six _____

**2 marks**

### Activity 3

You want to be a volunteer in the community.

Write an email to your local community centre to ask about voluntary work.

Say:

- why you want to volunteer
- how much time you can give to volunteering
- what sort of voluntary work you'd like to do
- what skills or experience you have.

**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. The main area contains three input fields: 'From: volunteer@abc.com', 'To: community@abc.com', and 'Subject:'. The 'Subject' field is currently empty. Below these fields is a large, empty white area for writing the email body.

## Activity 4

Write a story for a community newspaper about someone who has made a difference in your life.

Say:

- who the person is **and** how long you have known them
- what they have done to help you
- how they have made your life better.

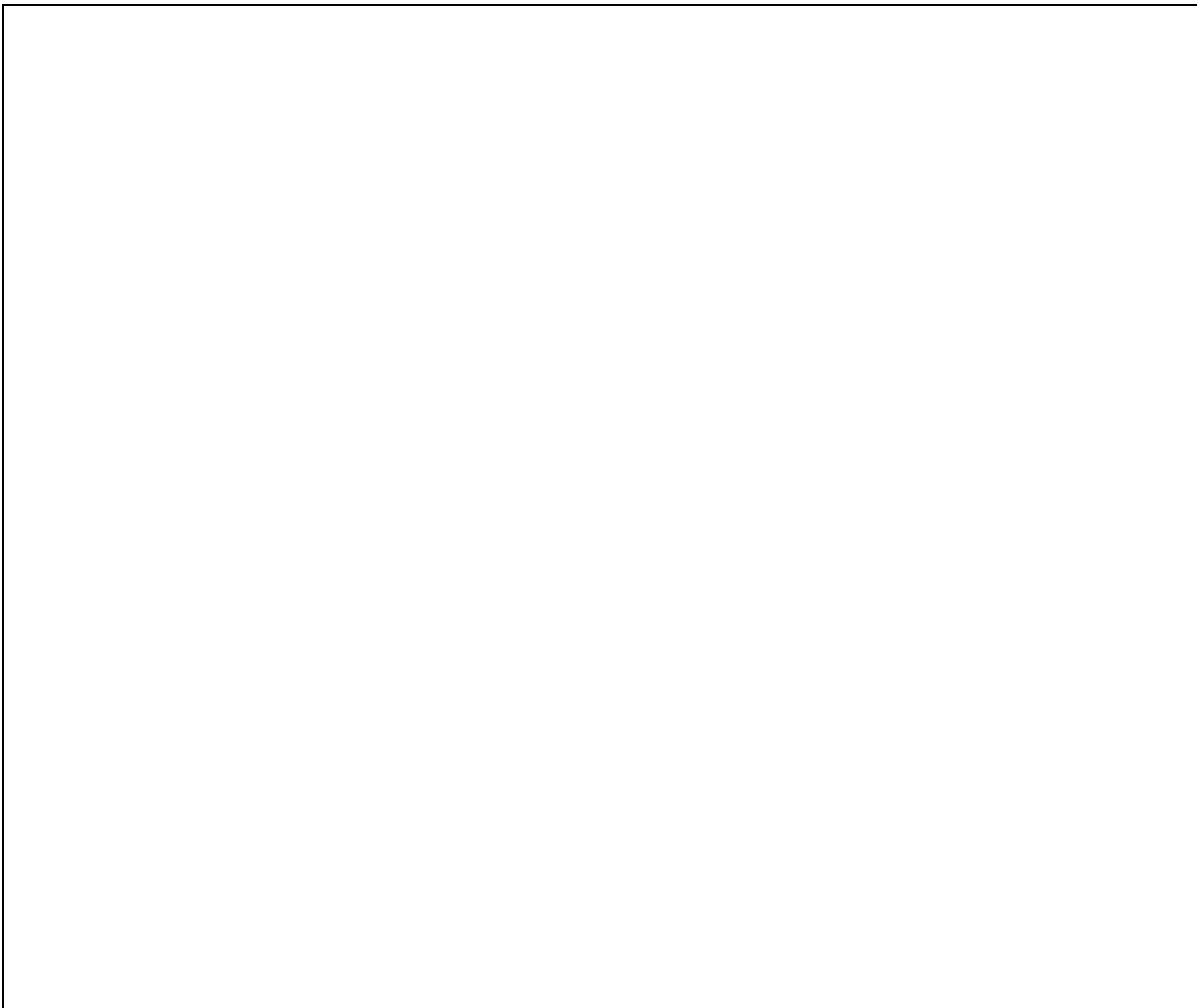
Use:

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

**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**