

Functional Skills English (4748)

Entry 3 Writing

Sample assessment



www.cityandguilds.com
January 2024
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 _____

This page is intentionally blank

Activity 1

Put the words into alphabetical order.

sell	savings	safe	salary
------	---------	------	--------

1. _____
2. _____
3. _____
4. _____

1 mark

Activity 2

Write the plural of the words in bold.

Example: More than one person	two <i>people</i>
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:

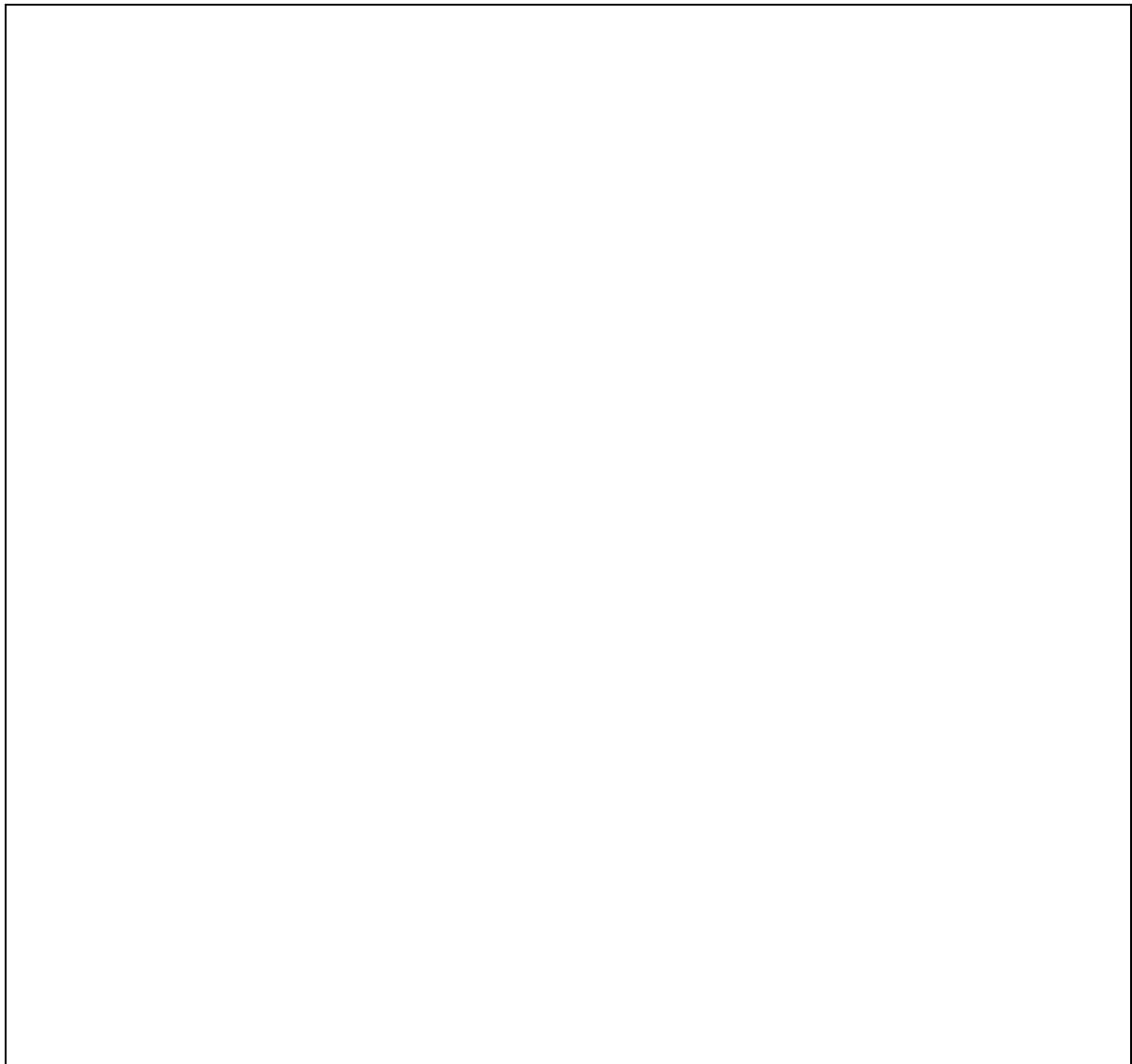
- why you want them to visit
- what you want them to talk about
- when you would like them to come
- how they can get to the place of study.

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

A large rectangular box with a solid black border, containing 15 horizontal dotted lines spaced evenly down the page, intended for writing.

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 rectangular box with a solid black border. Inside the box, there are 20 horizontal dotted lines spaced evenly down the page, providing a guide for writing. The box is empty, ready for a candidate to write their story.

A large rectangular box with a solid black border, containing 18 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

Check your work.

End of assessment