

# 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 \_\_\_\_\_

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### 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.

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**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:

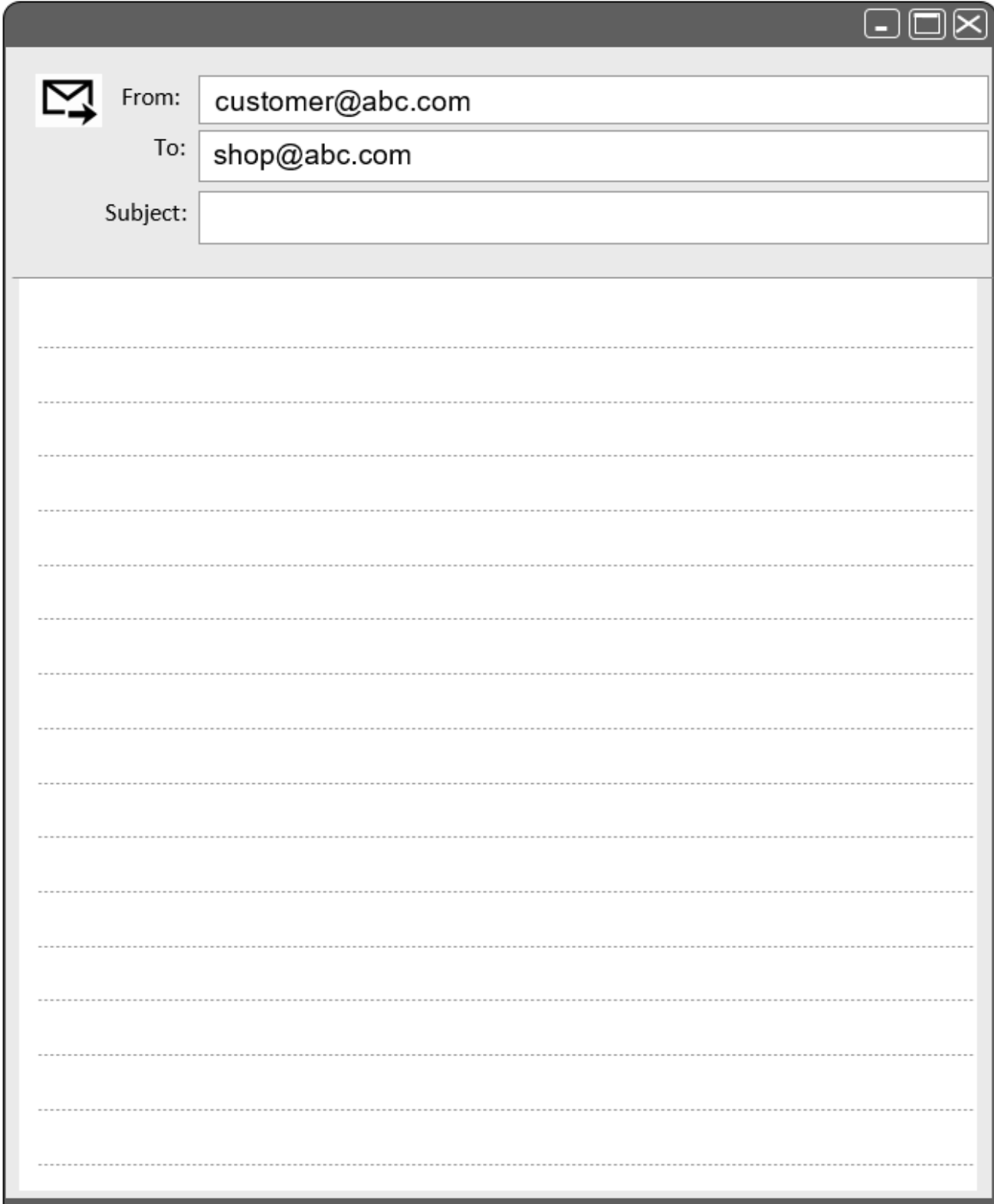
- complete sentences
- language suitable for an email to a shop
- format suitable for an email (e.g. subject, opening and closing phrases).

**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 writing 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:

- From:** customer@abc.com
- To:** shop@abc.com
- Subject:** (empty field)

Below these fields is a large rectangular area with horizontal dashed lines, intended for writing the body of the email.

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

Check your work.

**End of assessment**