

# 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 \_\_\_\_\_

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### 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:

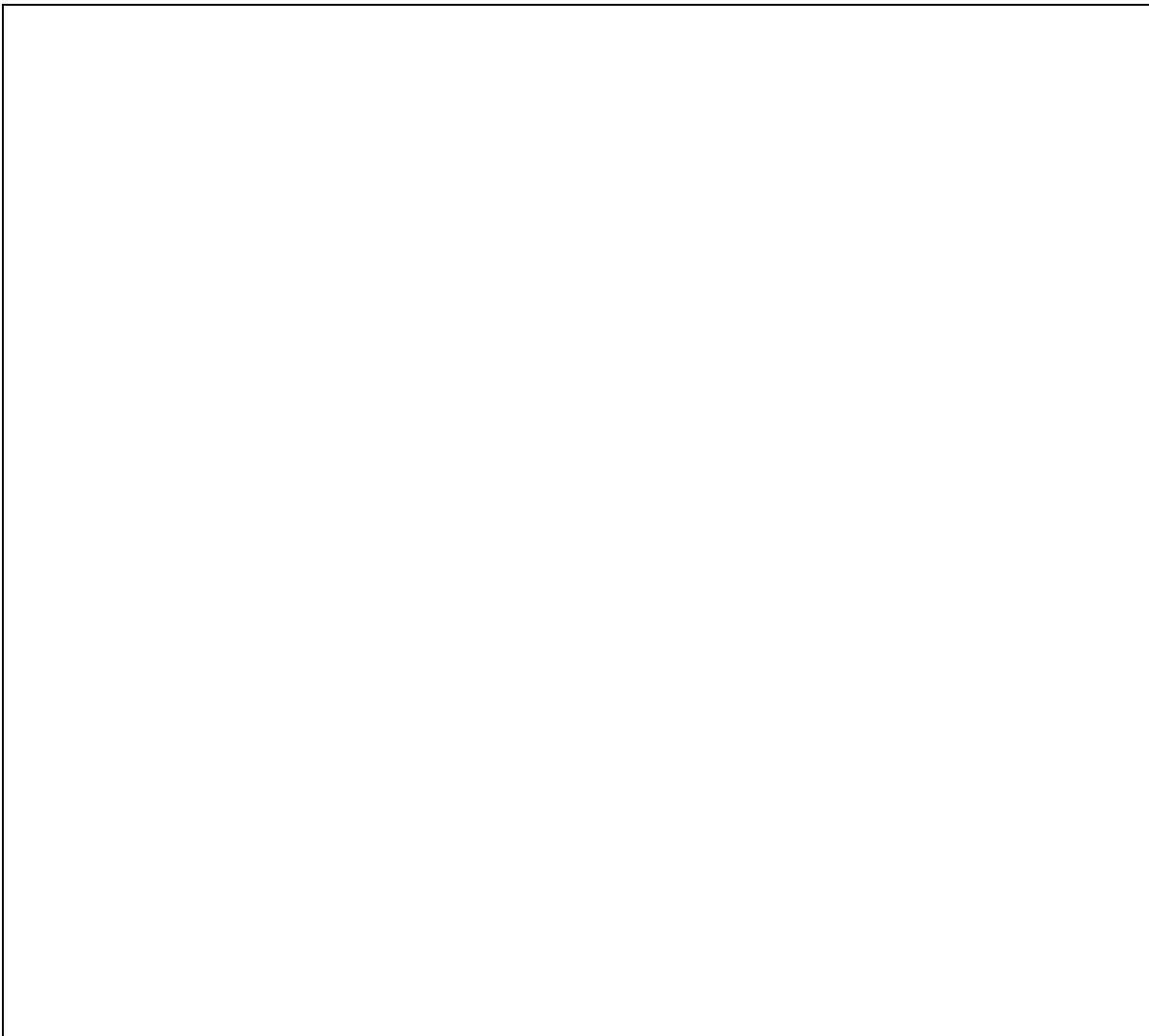
- the name of the charity
- what the charity does
- why you like this charity
- how you and your friend can help.

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

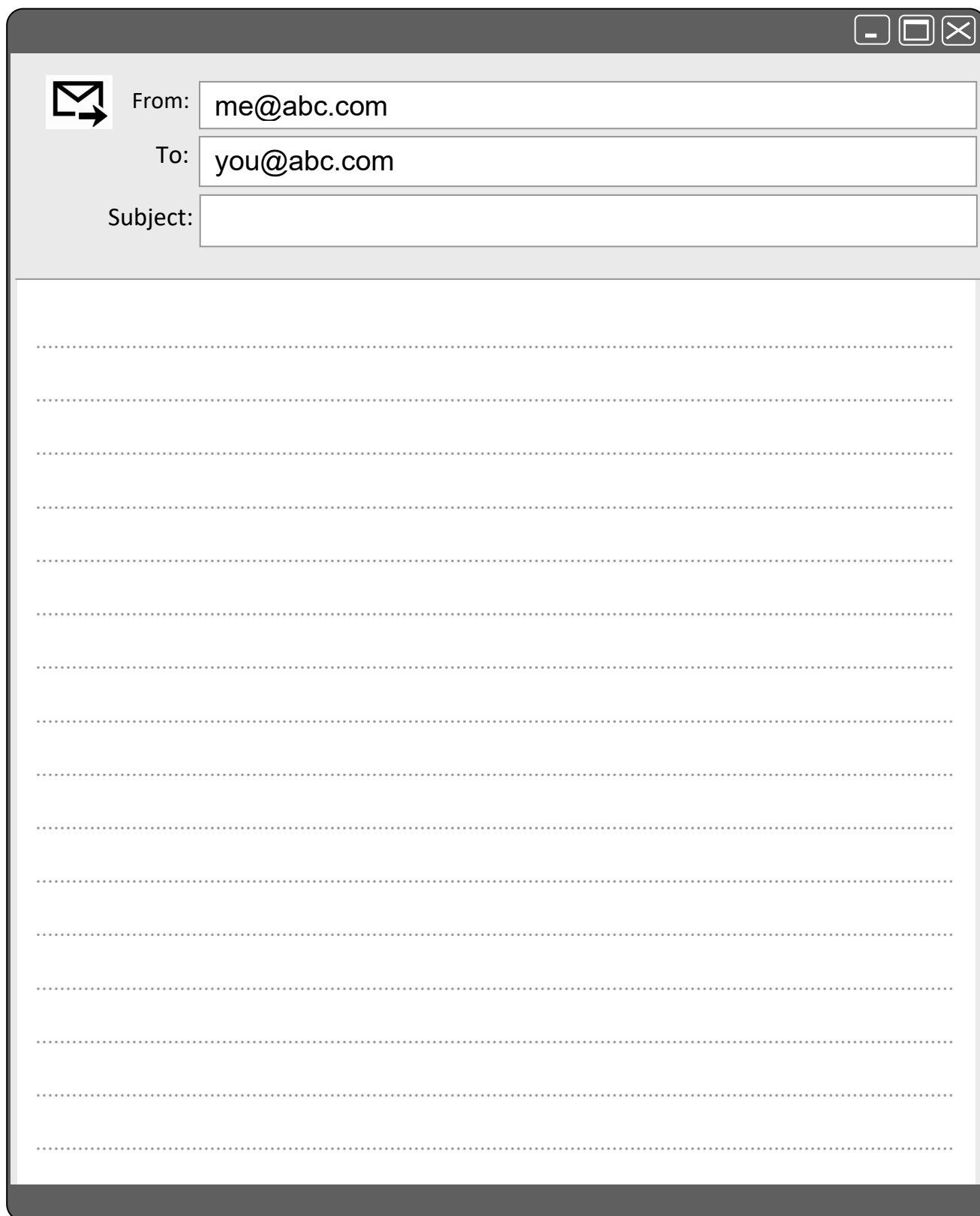
**Use language and format suitable for the task.**

**11 marks**

You can use this space to plan your writing.



**Write your email here.**



The image shows a window for writing an email. At the top right, there are three small icons: a minus sign, a square, and an 'X'. On the left side, there is an envelope icon with an arrow pointing out. To the right of the icon are three input fields:

- From: me@abc.com
- To: you@abc.com
- Subject: (empty field)

Below these fields is a large area for writing the email body, filled with horizontal dotted lines.

## 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 rectangular box with a solid black border, containing 25 horizontal dotted lines spaced evenly down the page, intended for writing a report.

A large rectangular box with a solid black border, containing 18 horizontal dotted lines spaced evenly down the page, intended for writing.

Check your work.

**End of assessment**