

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 **person**

two *people*

a. More than one **man**

four _____

b. More than one **leaf**

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.

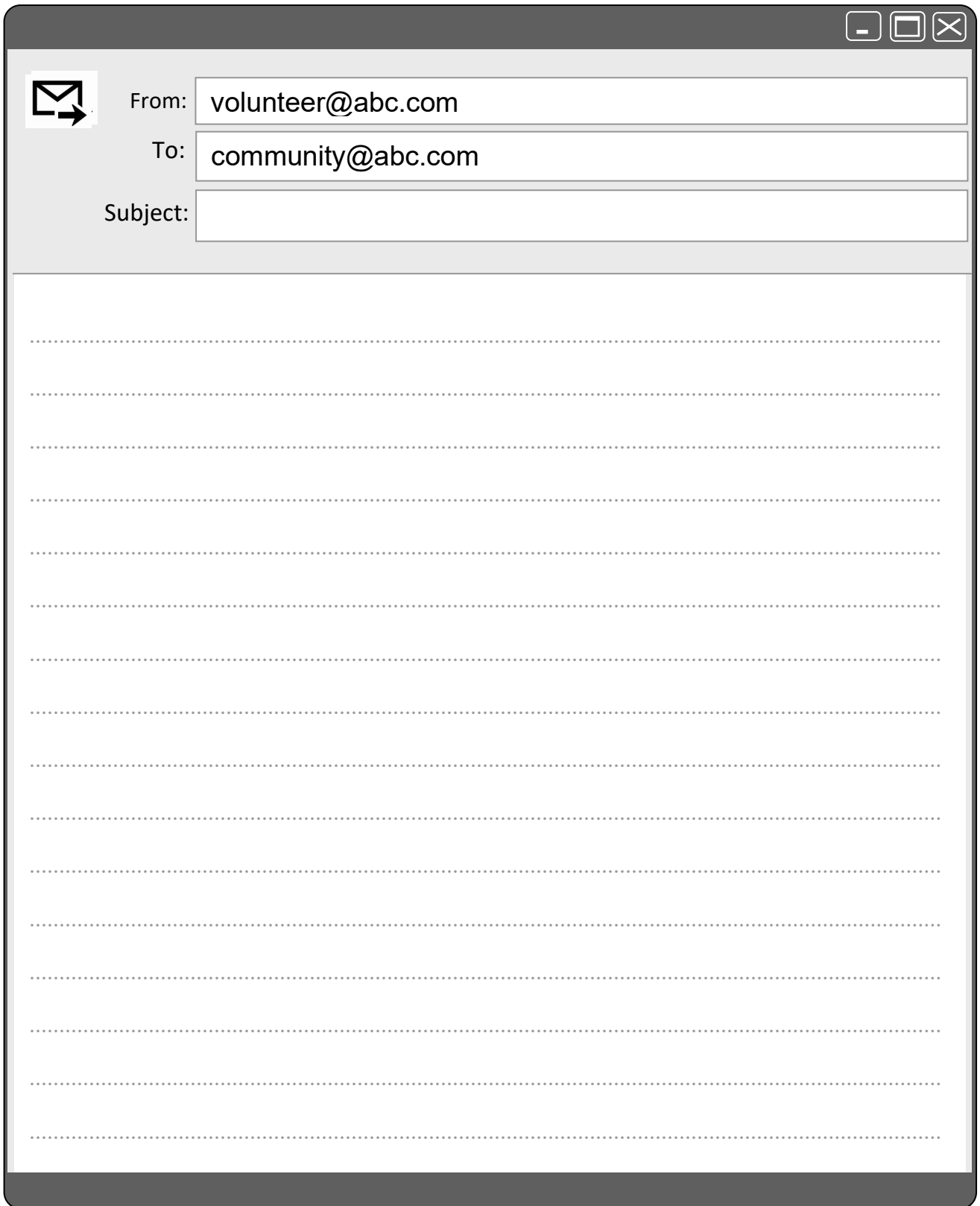
Write at least 4 complete sentences. Include at least one sentence which has a linking word.

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 simulated email composition window. 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 'From:' field contains the text 'volunteer@abc.com'. The 'To:' field contains the text 'community@abc.com'. The 'Subject:' field is empty. Below the header fields is a large text area with horizontal dotted lines for writing.

From: volunteer@abc.com

To: community@abc.com

Subject:

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.

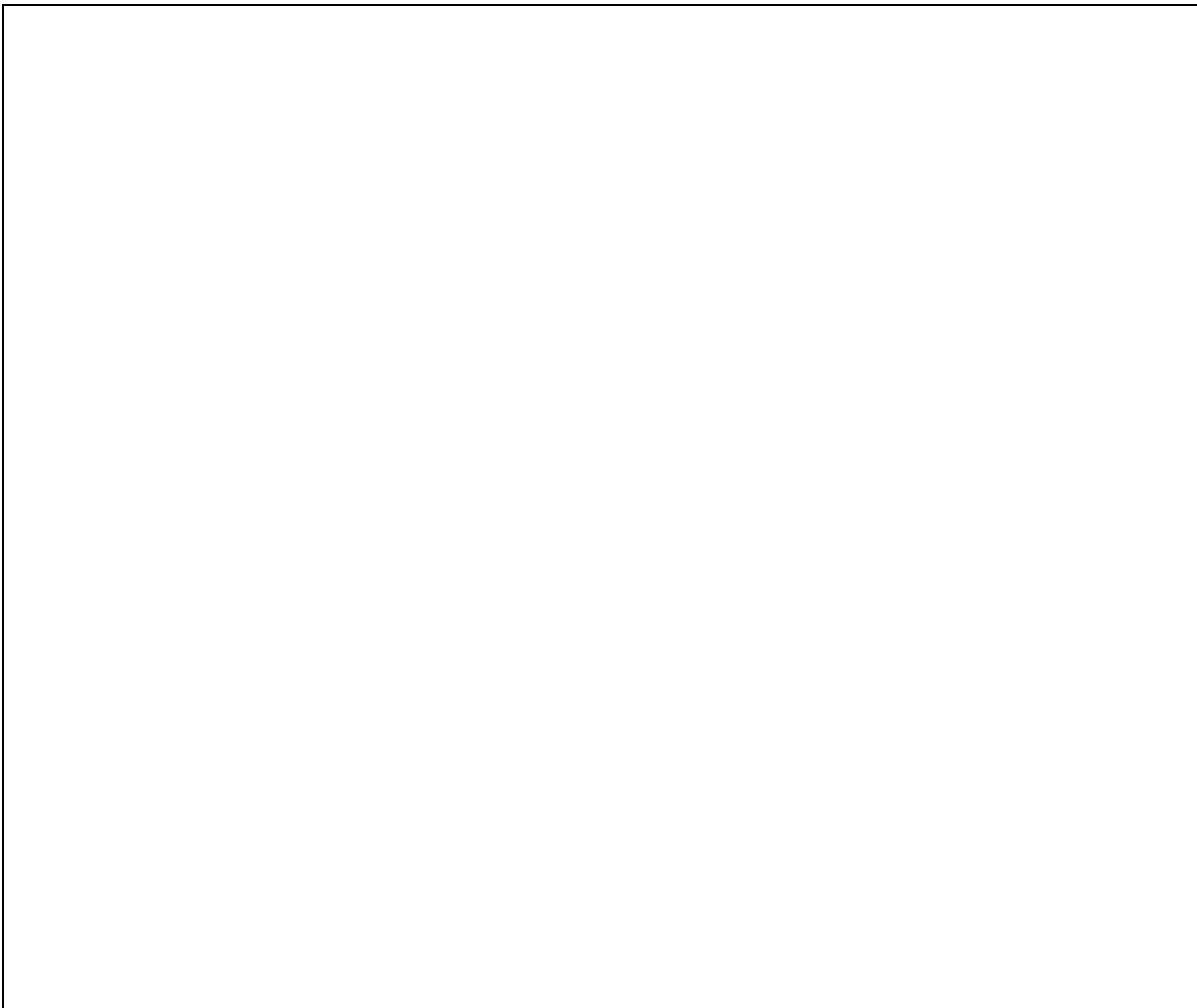
Use:

- 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 rectangular box with a solid black border, containing 20 horizontal dotted lines spaced evenly down the page, intended for writing a story.

A large rectangular box containing 15 horizontal dotted lines, intended for writing.

Check your work.

End of assessment