

Functional Skills English Entry 2 Writing Sample Assessment



www.cityandguilds.com
May 2017
Version 2.0

Candidate's paper

Air Show

Length of assessment: 40 minutes

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature _____ Date _____

Candidate's instructions

You have **40 minutes** to complete this assessment.

- Read each task carefully
- The maximum marks for each task are shown
- Complete **both** tasks
- You **may** use a dictionary

You need the following:

- a pen with black or blue ink.

Task 1

You are going to an air show and want to invite your friend.

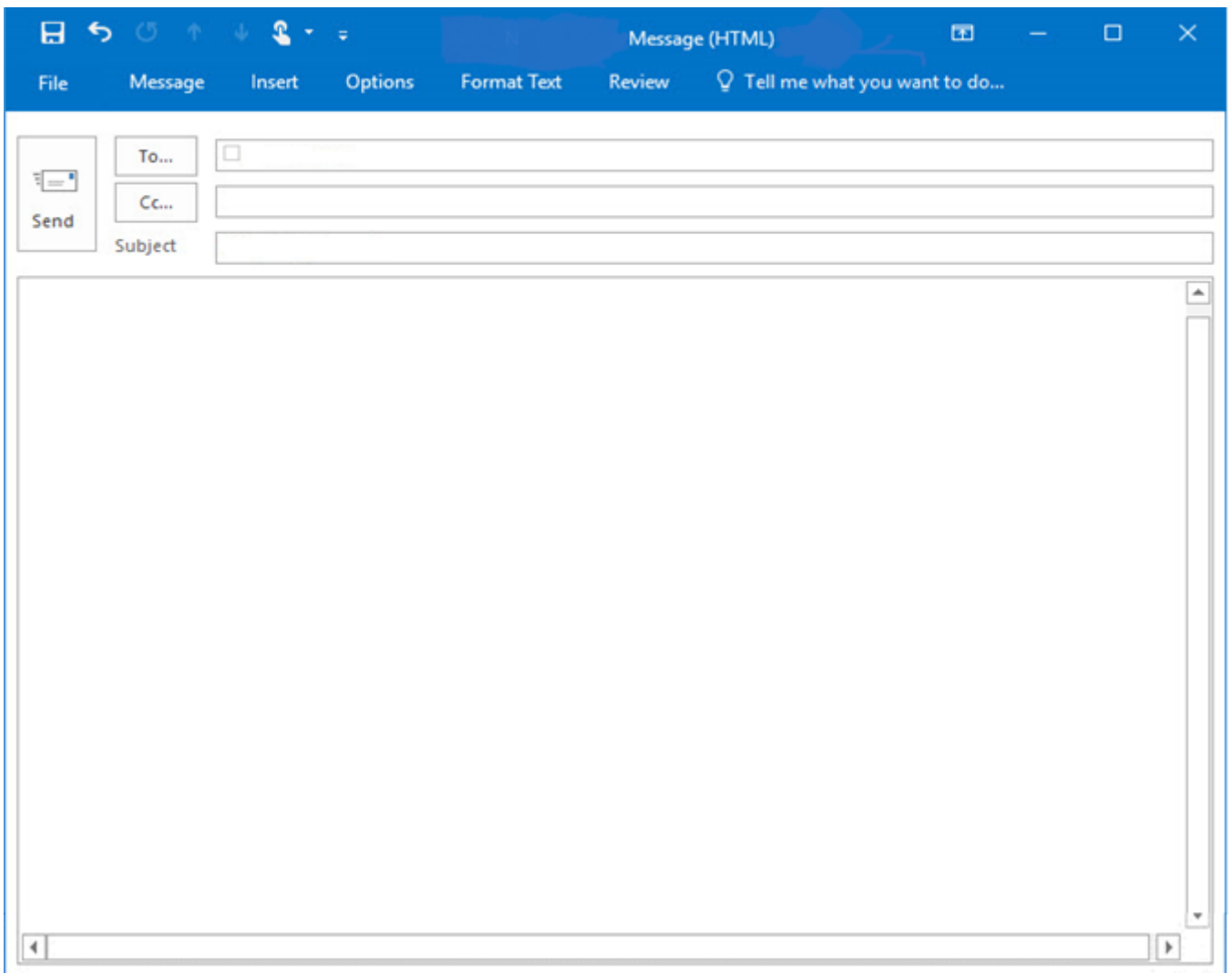
Write an email to:

10 marks

- ask your friend to come with you
- say why you want to go to the air show
- say where you will meet.

You must write **three or four** complete sentences.

Write **at least one** sentence using a joining word (conjunction) eg and, as, but, or.



The image shows a screenshot of an email composition window in Microsoft Word. The window title is "Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", and "Tell me what you want to do...". The "Message" tab is active. On the left, there is a "Send" button. The main area contains three input fields: "To..." with a dropdown arrow, "Cc...", and "Subject". The body of the email is a large, empty text area with a vertical scrollbar on the right and a horizontal scrollbar at the bottom.

Remember to check your spelling, use of capital letters, full stops and question marks.

Task 2

At the end of the air show you are asked to fill in a feedback form.

Write about

10 marks

- what was good about the air show
- what can be improved for next year
- what your friend thought about the air show.

You must write **three or four** complete sentences.

Write **at least one** sentence using a joining word (conjunction) eg and, as, but, or.

Feedback form	
Name
Phone number
Your feedback:	

Remember to check your spelling, use of capital letters, full stops and question marks.

End of assessment