

# Functional Skills English

## Entry 3 Writing

### sample assessment

### Candidate's paper

Balloon Ride

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 question carefully
- the maximum marks for each question are shown
- answer **both** questions
- dictionaries **are** allowed.

## **You need the following for this assessment**

- a pen with black or blue ink.

## **You will be assessed on:**

- planning your writing
- drafting your writing
- organising your writing
- including relevant information
- writing logically and clearly
- using some compound sentences
- using correct grammar
- using punctuation correctly
- spelling correctly.

## Question 1 – Email

(Suggested word count 75–100 words)

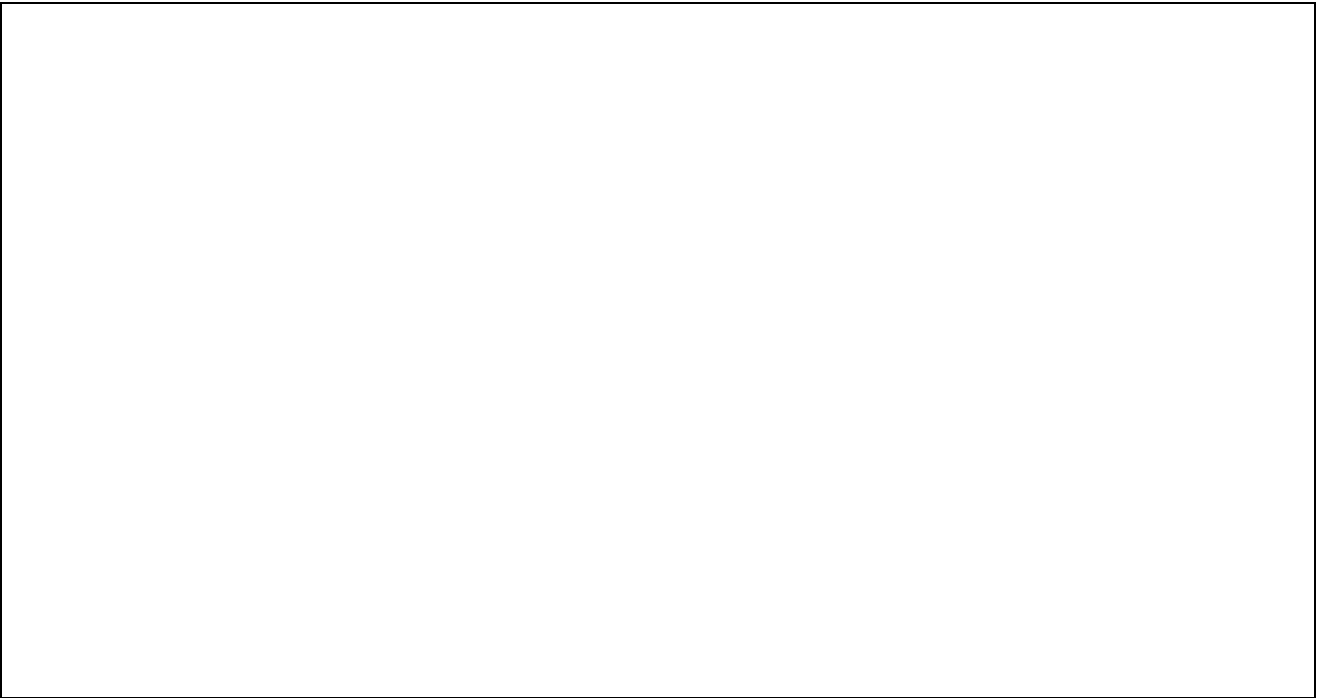
You want to go on a balloon ride with some friends. Write an email to Sky High Balloons asking for dates, times and prices. **13 marks**

You might like to include

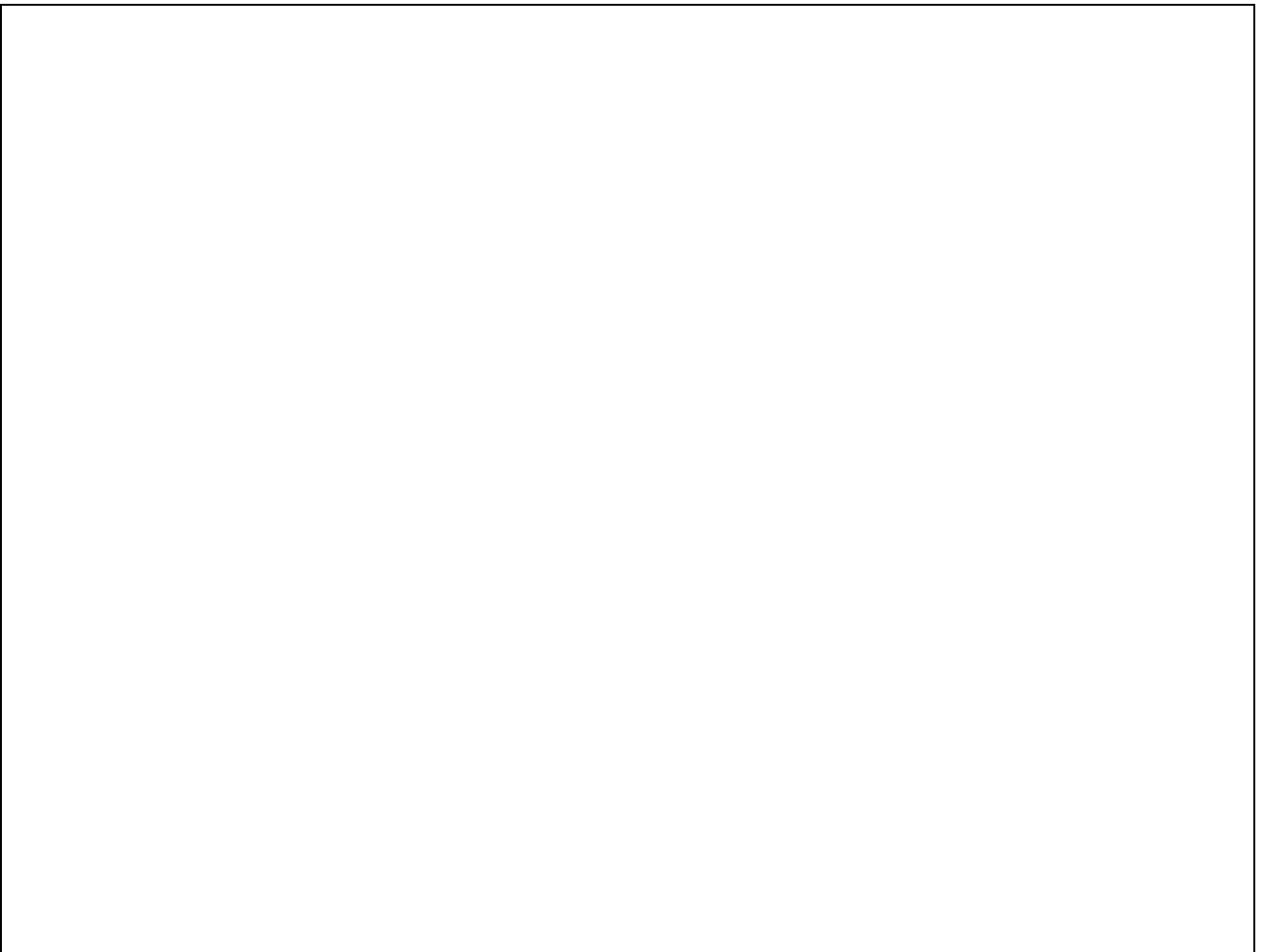
- where you want to fly from
- the number of people
- what you want to know about the ride
- the cost.

**You must plan and draft your piece of writing in the boxes below.**

**Plan**



**Draft**





## **Question 2 – Feedback Form**

(Suggested word count 75-100 words)

After the ride you fill in a feedback form.

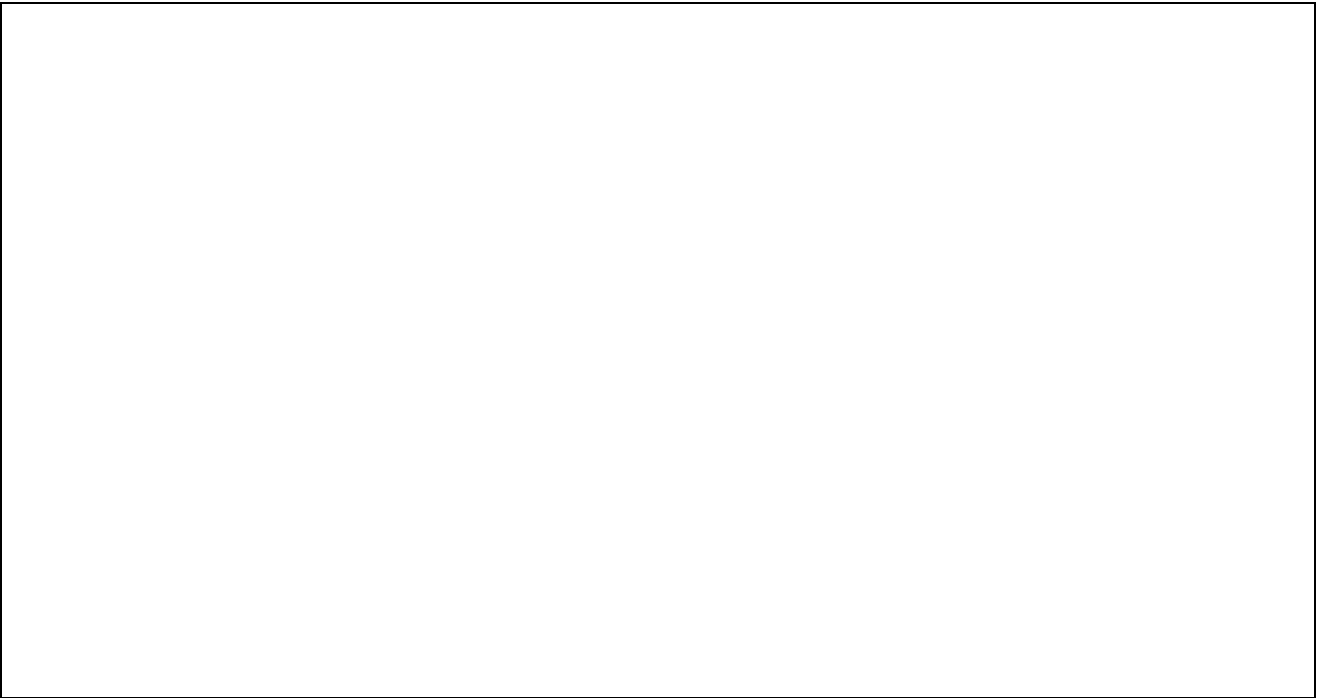
**13 marks**

You might like to include

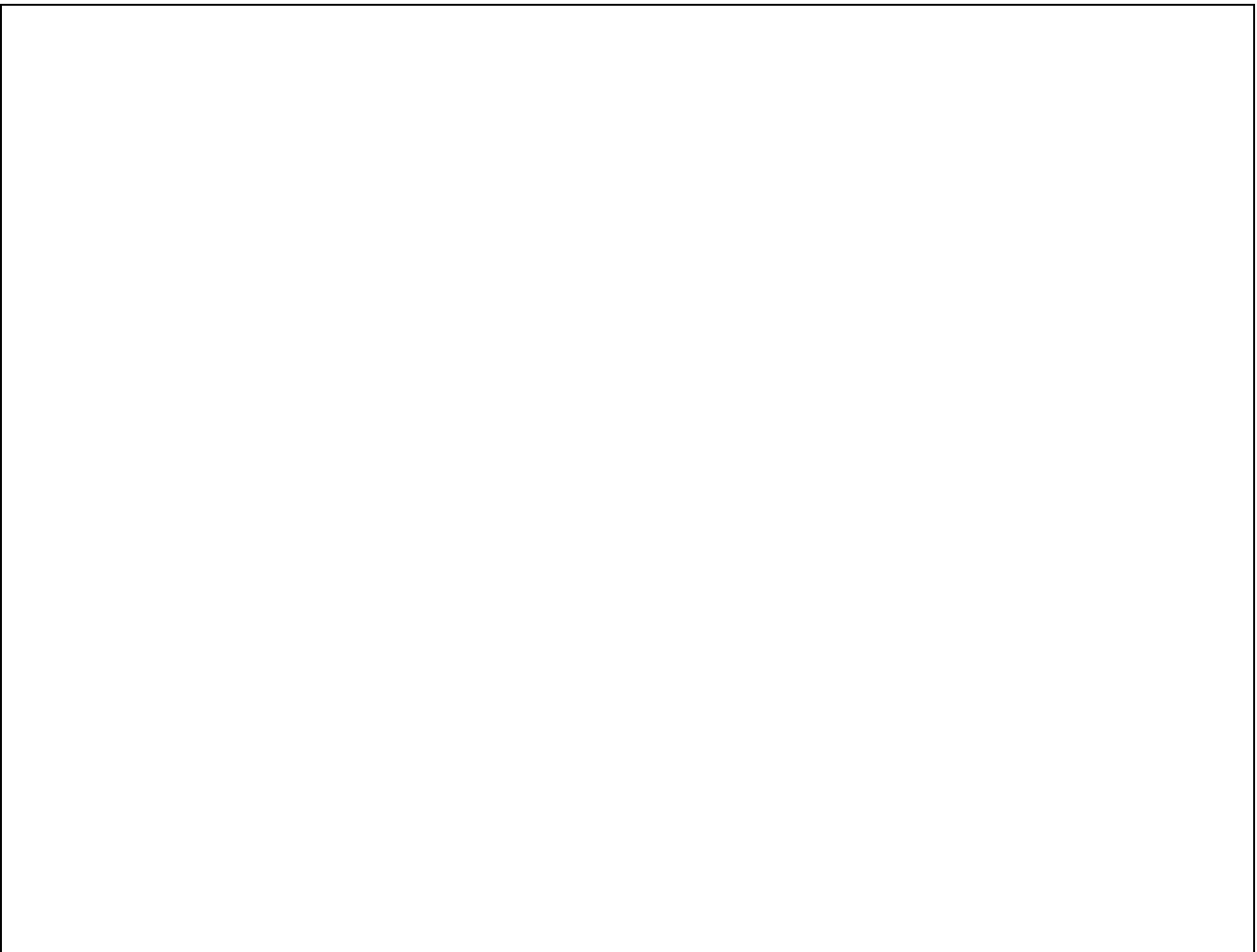
- what you liked best
- what you thought about the price
- how the staff treated you
- how it could be improved.

**You must plan and draft your piece of writing in the boxes below.**

**Plan**



**Draft**







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**Published by City & Guilds**  
**1 Giltspur Street**  
**London**  
**EC1A 9DD**  
**T +44 (0)844 543 0000**  
**F +44 (0)20 7294 2413**  
**[www.cityandguilds.com](http://www.cityandguilds.com)**

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