

# Functional Skills English

## Entry 3 Writing

### Sample Assessment



[www.cityandguilds.com](http://www.cityandguilds.com)  
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Version 2.0

#### Candidate's paper

Water

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 – Application Form

(Suggested word count 75 – 100 words)

You want to become a volunteer to raise awareness about saving water.

Fill in the **Why I want to volunteer** section on the form.

**13 marks**

### **Include information about:**

- why you think saving water is important
- why you would make a good volunteer
- how much time you can give
- when you can start.

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

- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

**Plan your writing here.**

**Draft your writing here.**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to draft their writing.

Complete the form.



# Volunteer Application Form

Name:

.....

Address:

.....

.....

**Why I want to volunteer**

**Remember to check your work for accuracy including spelling.**

## Task 2 – Email

(Suggested word count 75 – 100 words)

Write an email to a friend telling them your plans to become a volunteer with the charity Save Water.

**13 marks**

### **Include information about:**

- why you want to volunteer
- what work you are going to do
- how you found out about the charity
- how you will benefit from the experience.

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

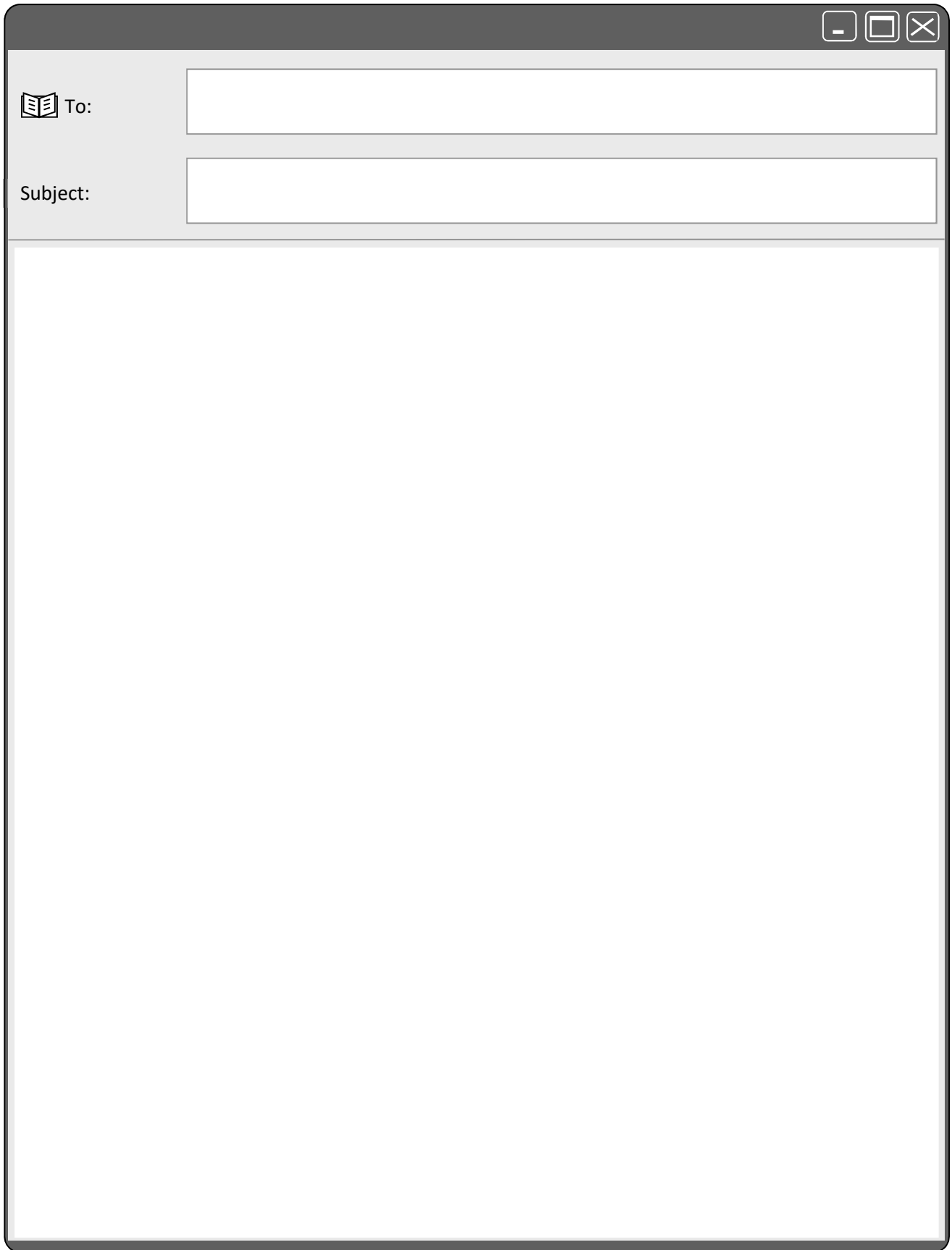
- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

**Plan your email here.**

**Draft your email here.**

A large, empty rectangular box with a thin black border, intended for drafting an email. It occupies most of the page's vertical space.

**Write your email here.**



The image shows a window for composing an email. At the top right, there are three standard window control icons: a minus sign, a square, and an 'X'. Below these, on the left side, is a small icon of an open book next to the text 'To:'. To the right of this is a large, empty rectangular text box. Below the 'To:' field, the text 'Subject:' is followed by another large, empty rectangular text box. The main body of the window is a very large, empty rectangular area, intended for writing the email's content.

**Remember to check your work for accuracy including spelling.**

**End of assessment**