

Functional Skills English (4748)

Entry 3 Writing

Sample assessment



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Version 1.0

Writing

Candidate Paper

Changes

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.

bridge	breath	brave	broken
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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	six <i>people</i>
a. More than one mouse	three _____
b. More than one quiz	two _____

2 marks

Activity 3

Write about a positive change in your life, e.g. saving money, reading more, stopping smoking.

Explain:

- something you have changed or want to change
- how you made the change or will make the change
- what challenges you had or expect to have
- how the change has improved your life or what you expect the benefits will be.

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 explanation here.

(Title) _____

Activity 4

The council are asking local people about changes they would like to see in their community.

Write an email to the council explaining:

- a change you would like to see
- what the council should do
- when it should be done
- why this is important for the community.

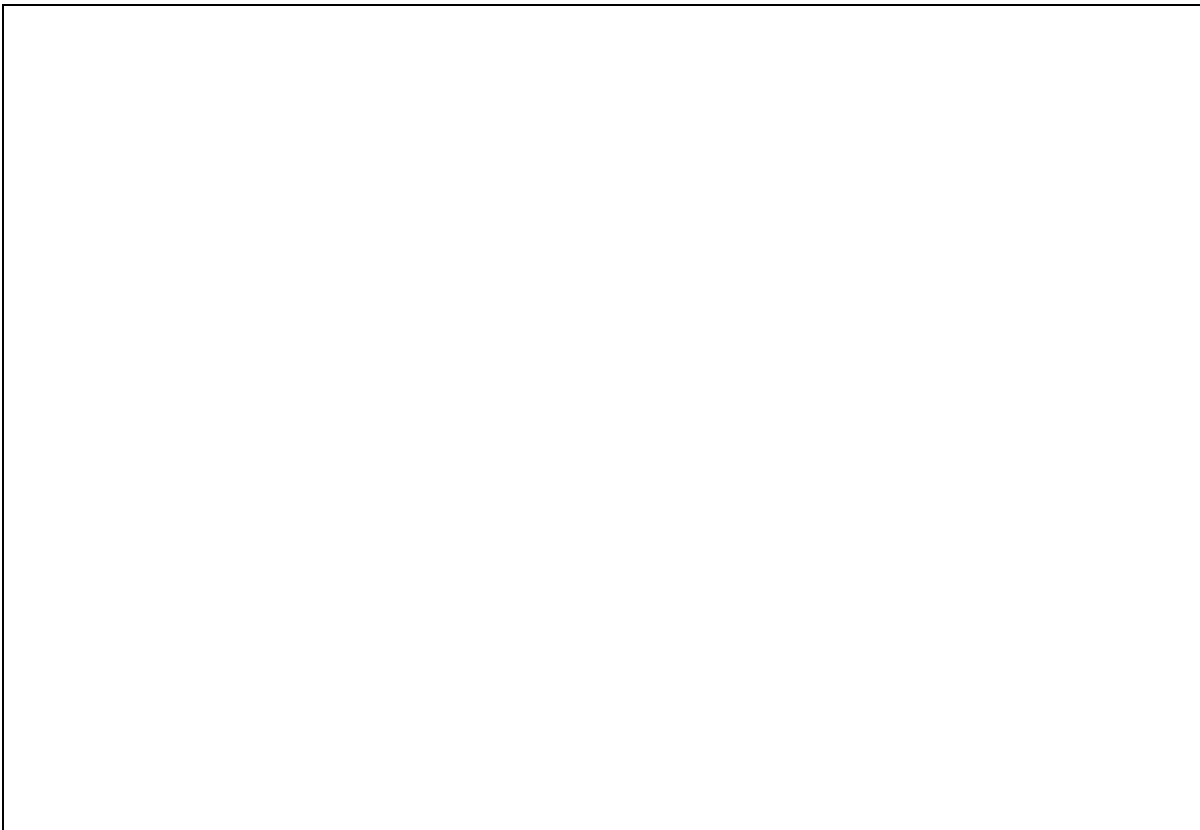
Write your email using:

- complete sentences
- language suitable for a formal email
- format suitable for a formal email (e.g. subject, opening and closing phrases).

Write at least 3 paragraphs and include at least 2 sentences using linking words.

16 marks

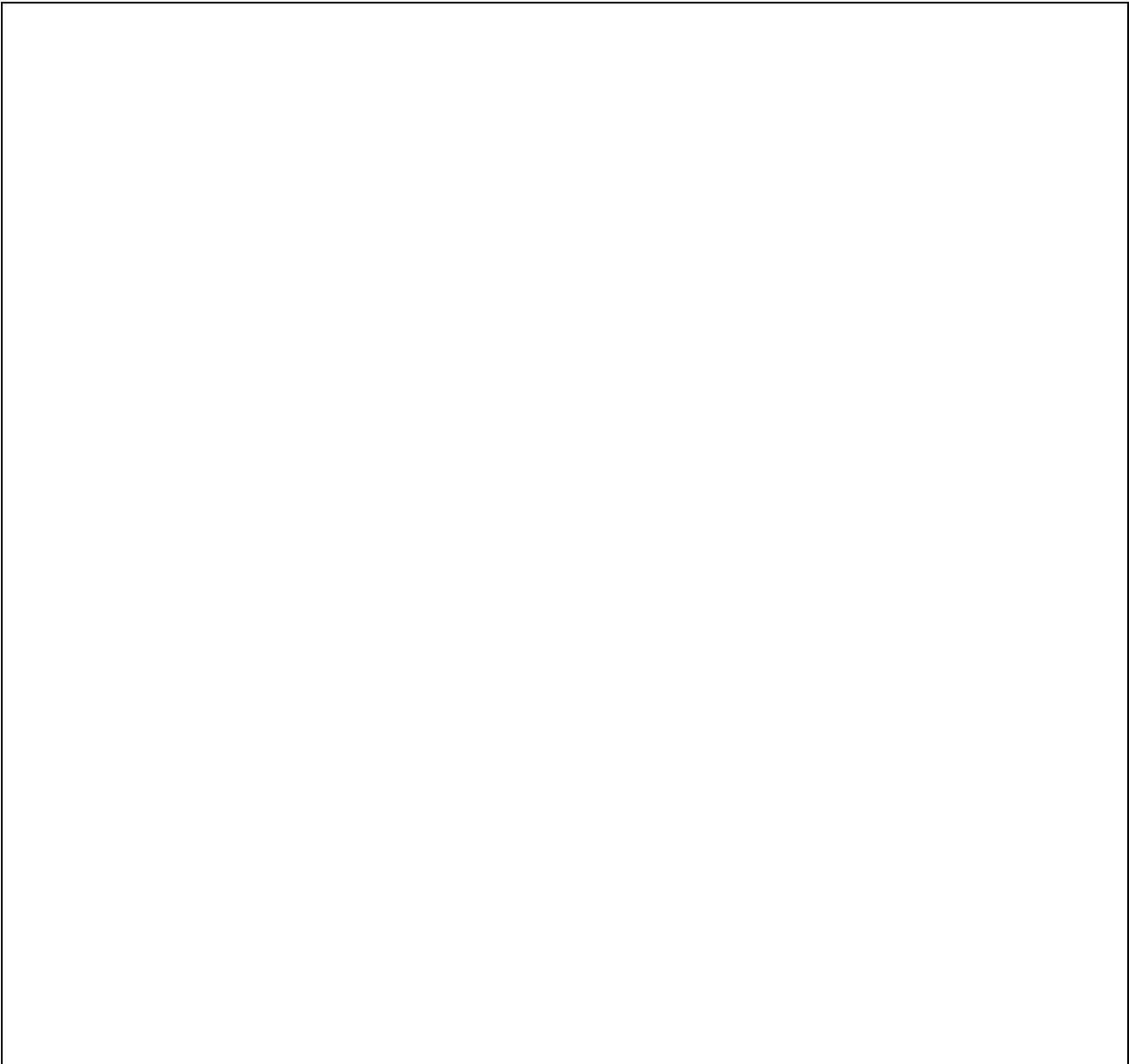
You can use this space to plan your writing.



Write your email here.



The image shows a window for composing an email. 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 a right-pointing arrow. To the right of the icon are three input fields. The first field is labeled 'From:' and contains the text 'me@abc.com'. The second field is labeled 'To:' and contains the text 'council@abc.com'. The third field is labeled 'Subject:' and is currently empty. Below these fields is a large, empty rectangular area for writing the body of the email.



Check your work.

End of assessment