

# Functional Skills English (4748)

## Entry 3 Writing

### Sample assessment



www.cityandguilds.com  
February 2020  
Version 1.1

## Writing

### Candidate Paper

## Health

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.

chicken	cucumber	chocolate	cheese
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**1 mark**

## Activity 2

Write the plural of the words in bold.

- |                                       |                   |
|---------------------------------------|-------------------|
| Example: More than one <b>person</b>  | two <i>people</i> |
| a. More than one <b>loaf</b> of bread | five _____        |
| b. More than one <b>child</b>         | three _____       |

**2 marks**

### Activity 3

You want to do a running challenge to help you get fit.  
Invite a friend to do the challenge with you.

Write an email to explain:

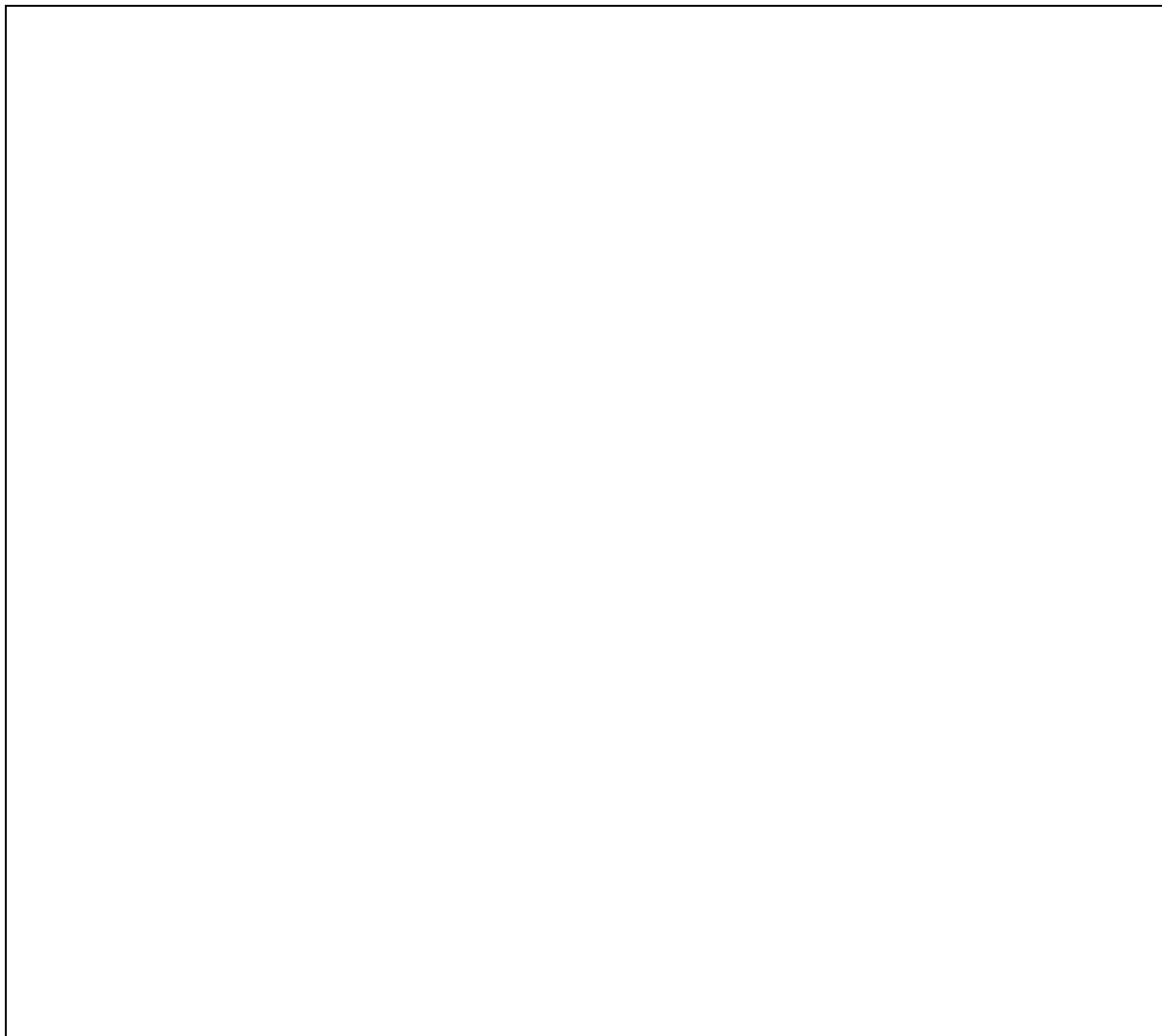
- why you want to get fit
- when you want to start the challenge
- what you think the benefits to your health will be
- why you want your friend to join you in the challenge.

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

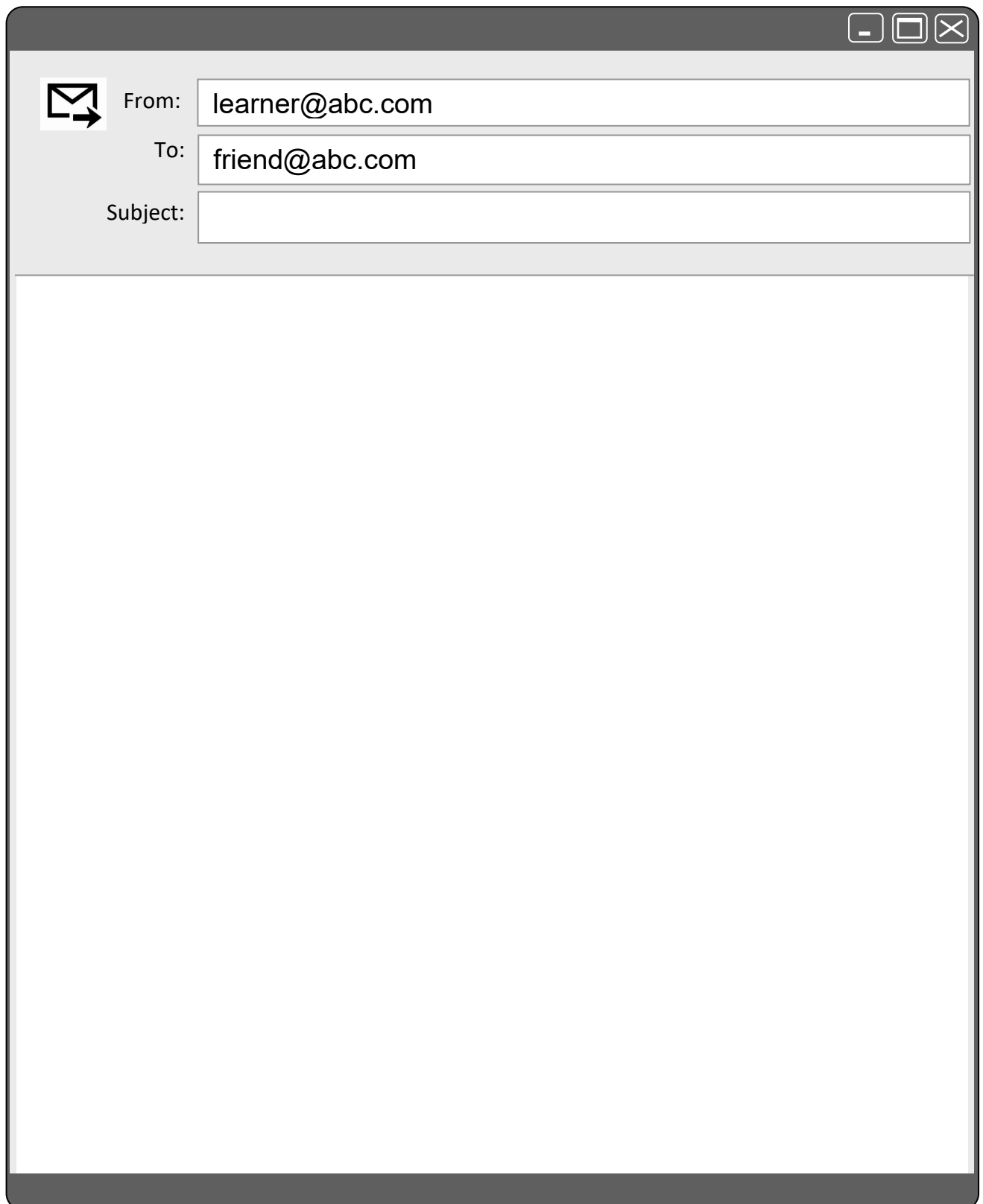
**Use language and format suitable for the task.**

**11 marks**

You can use this space to plan your writing.



Write your email here.



The image shows a 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 an arrow pointing to the right. To the right of the icon, there are three input fields. The first field is labeled 'From:' and contains the text 'learner@abc.com'. The second field is labeled 'To:' and contains the text 'friend@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.

## Activity 4

Write a report about your health and fitness.

Talk about:

- how you stay fit and healthy
- the challenges of keeping fit
- why good food is important
- changes you can make to improve your lifestyle.

Write your report using:

- complete sentences
- language suitable for a report
- format suitable for a report (e.g. bullet points, headings).

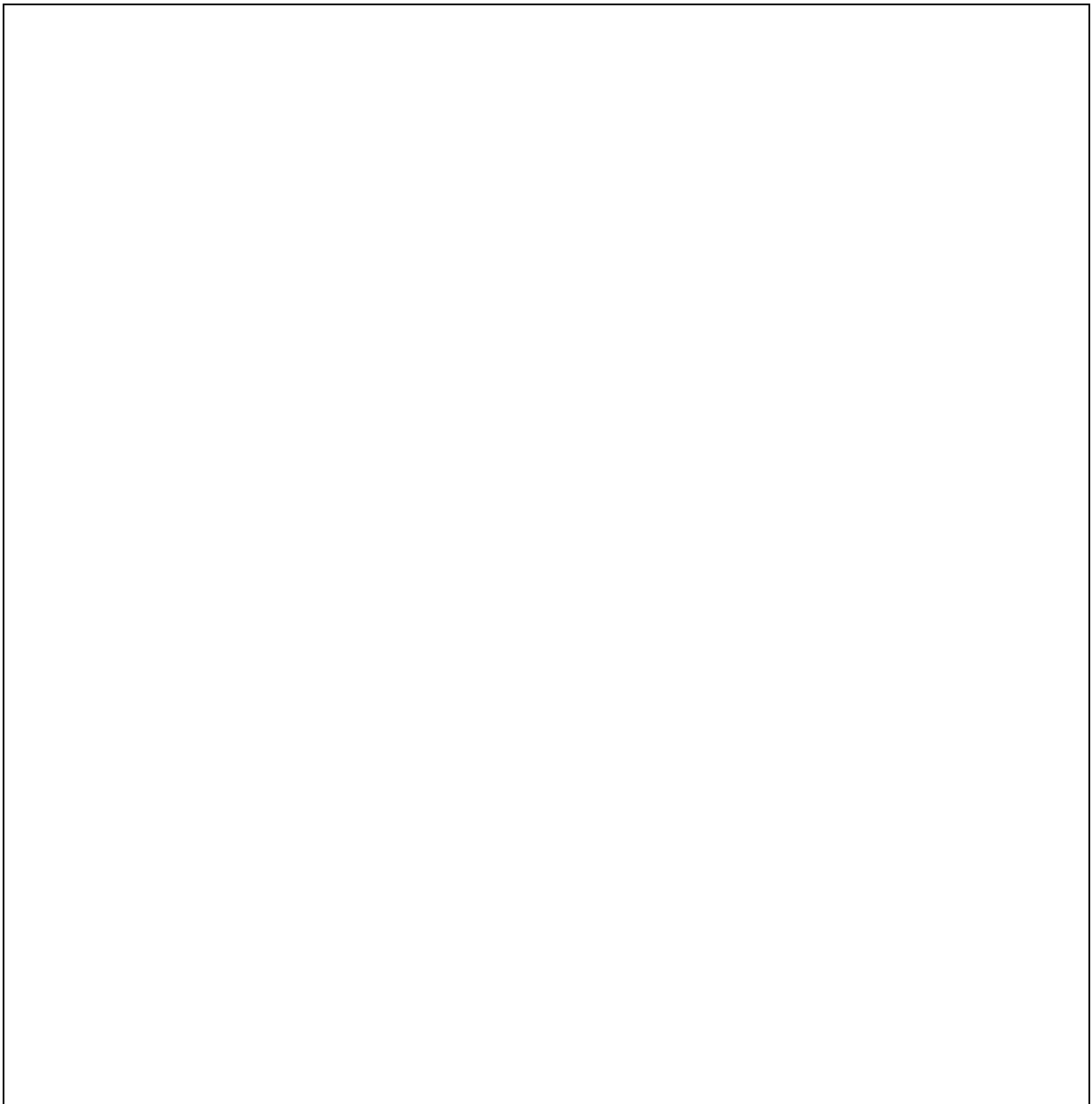
**Write at least 3 paragraphs and include at least 2 sentences using linking words.**

**16 marks**

You can use this space to plan your writing.

**Write your report here.**

A large, empty rectangular box with a thin black border, intended for the candidate to write their report. The box occupies most of the page's vertical space.



Check your work.

**End of assessment**