Functional Skills
Level 1 English Writing
Sample Paper 4

Question Paper

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4748 Level 1 Functional Skills English Writing
Sample 4

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

General information:

- The duration of this paper is **1 hour 20 minutes.**
- The maximum mark for each question is shown.
- The total number of marks available is **54**.

General instructions:

- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers are **not** permitted.

***I declare that I have no prior knowledge of the questions in this assessment and that I will not share any information about the questions.**

Question 1

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

Question 1

You have to arrange an event and you would like your friend to help.

Your task: write an email to a friend to explain the type of event you want to hold and the role you would like them to have in organising it. Choose one of the following events:

a wedding reception
a charity fundraising day
a family sports day
a 21st birthday celebration.

Your email should explain the following:

- what type of event you are planning
- specific details about the event (eg, theme, timings, guest numbers, seating arrangements or anything else relevant to the event)
- your friend's role in helping to organise the event
- your friend's role on the day.

Suggested word count 200 – 250 words.

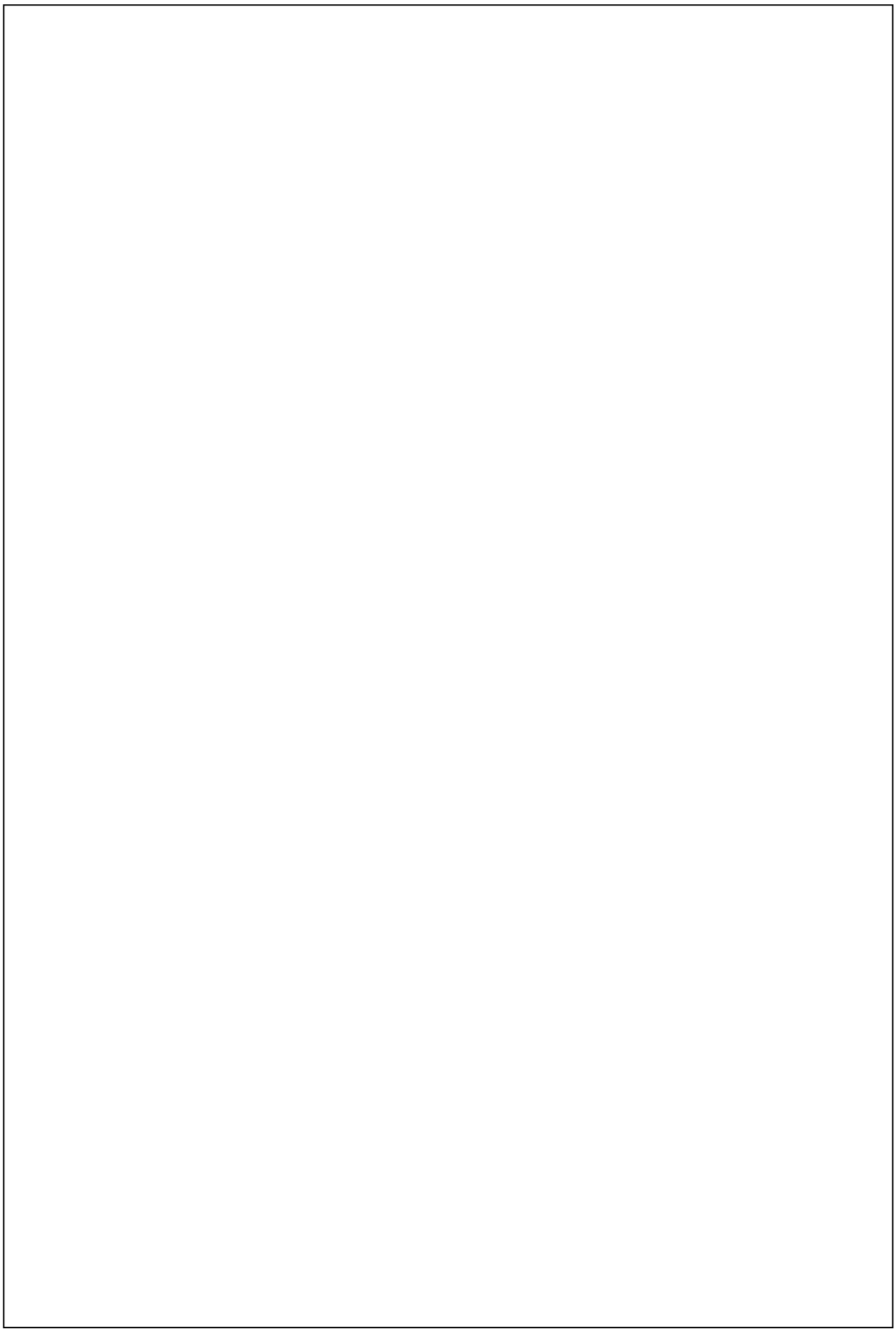
(27 marks)

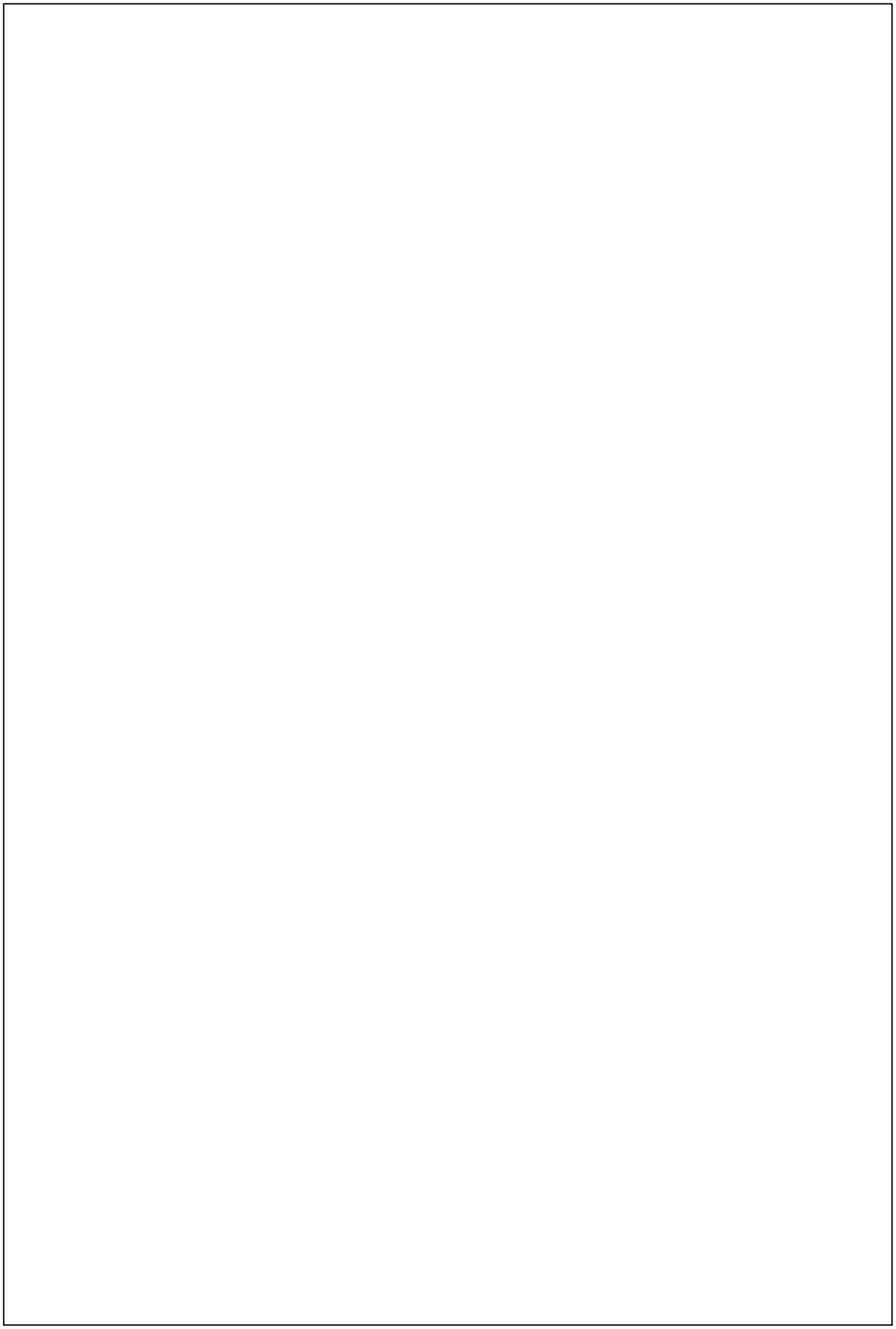
You may use the space below for planning and drafting.

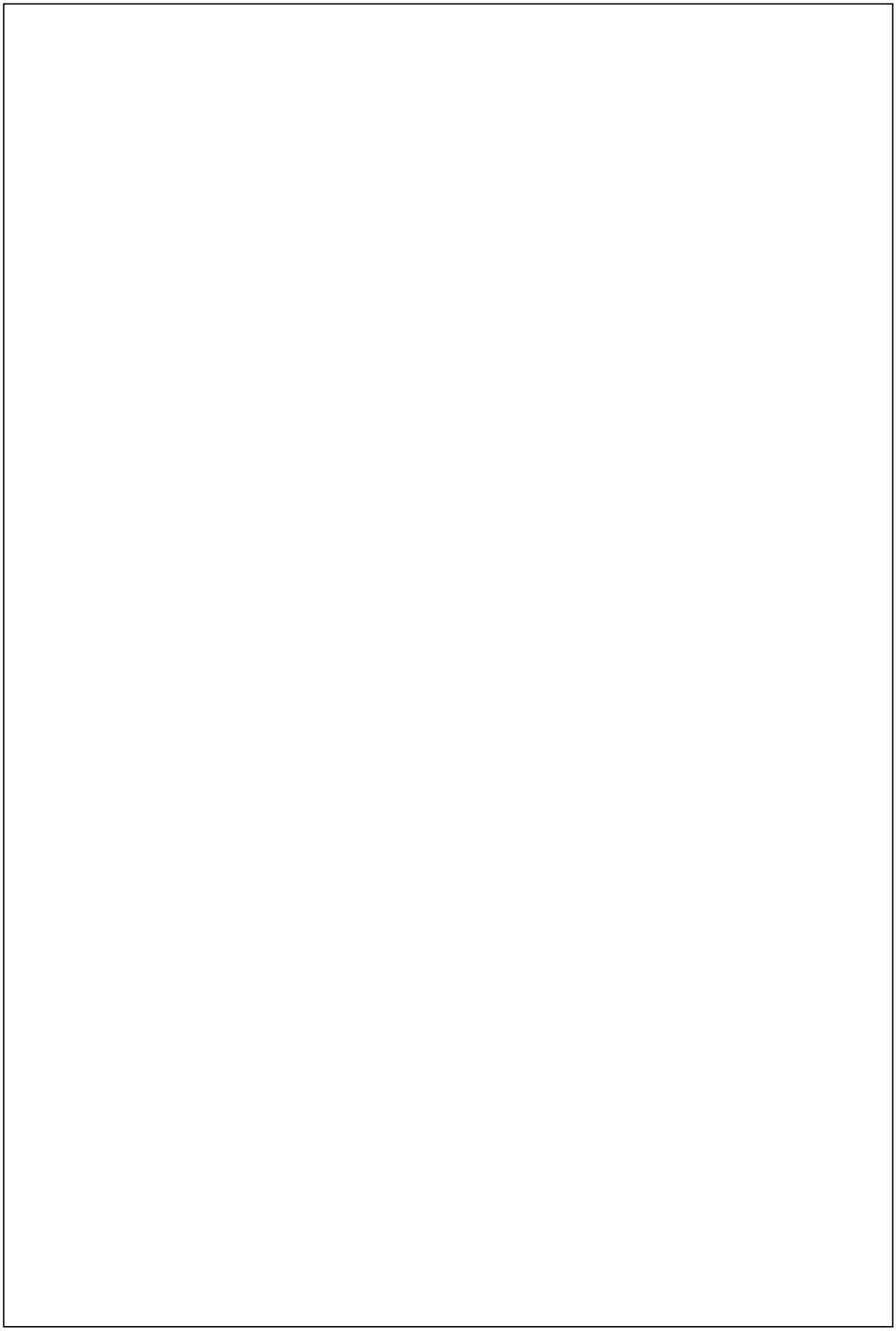
Question 1 – Write your email here.

To:

Subject:







Question 2

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

Question 2

You work for a website that encourages young people to try new things.

Your task: write a set of instructions for the website covering one of the following topics:

how to cook your favourite dish
how to carve a Halloween pumpkin
how to maintain a bicycle/car/scooter
how to perform a trick on a skateboard
how to apply makeup
how to create a hairstyle
how to play a game.

Suggested word count 200 – 250 words.

(27 marks)

You may use the space below for planning and drafting.

Question 2 – Write your instructions here.

End of Assessment

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