



City & Guilds Level 1 Certificate in Essential Skills Communication

Sample Paper 5

Length of assessment: 1 hour 30 minutes
Total marks available: 50 marks

Candidate name (first, last)

First

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Candidate enrolment number

--	--	--	--	--	--	--	--

Date of birth (DDMMYYYY)

--	--	--	--	--	--	--	--

Gender (M/F)

--

Assessment date (DDMMYYYY)

--	--	--	--	--	--	--	--

Centre number

--	--	--	--	--	--	--	--

Candidate signature and declaration*

--

- If any additional answer sheets are used, enter the additional number of pages in this box. ➡

0	0
---	---
- Please ensure that you **staple** additional answer sheets to the **back** of this answer booklet, clearly labelling them with your full name, enrolment number, centre number and qualification number in BLOCK CAPITALS.
- All candidates need to use a **black/blue pen**. **Do not** use a pencil or gel pen.
- If provided with source documents, these documents **will not** be returned to City & Guilds, and will be shredded. **Do not** write on the source documents.

***I declare that I had no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.**

Section 1 Reading

In this section:

- There are **25** marks available.
- You should answer all **8** questions.
- You will need source documents for this section. Read the **two** documents and answer the questions in the question paper.
- You do **not** need to write in complete sentences.

Section 2 Writing

In this section:

- There are **25** marks available.
- There are **2** questions. Answer both questions.

General instructions for both sections

Please write your answers in blue or black pen.
Dictionaries **are** permitted.



Section 1 Reading

There are **25 marks** available in this section.

General information

- Answer **all 8** questions.
- The maximum mark for each question is shown.

In section 1:

- You do **not** need to write in complete sentences.
- Dictionaries **are** permitted.

Scenario

You have applied for a job in a local food factory and were successful at interview.

You have now received the following documents from the company:

- an email (**Document 1**)
- a copy of the company's monthly newsletter (**Document 2**).

Read the documents in the source booklet and answer the questions.



Questions 1 to 4 are about **Document 1**.

1 What are **four** actions Andrea Simon asks you to take before the induction day? **4 marks**

.....

.....

.....

.....

2 When walking around the site, what are **three** things you must do to stay safe? **3 marks**

.....

.....

.....



3 What are **three** rules that apply if you bring food and drink from home?

3 marks

.....

.....

.....

4 List **five** layout features that are used to present the main points of the email.

5 marks

.....

.....

.....

.....

.....



Questions 5 to 8 are about **Document 2**.

5 What is the **main** purpose of the document?

1 mark

To:

TICK **ONE**

- a) present company data ☐
- b) promote Quality Week ☐
- c) communicate with staff ☐
- d) praise the managers. ☐

6 What options are there for staff to develop their skills and knowledge?
Give **four** examples.

4 marks

.....

.....

.....

.....



7 What are the **two** ways staff are told to contact Food Focus?

2 marks

.....

.....

8 There are **three** ways extra copies of the newsletter can be obtained. What are they?

3 marks

.....

.....

.....

End of Section 1 Reading

Section 2 Writing

There are 25 marks available in this section.

In section 2:

- You should write in complete sentences.
- You will be assessed on spelling, punctuation and grammar.
- Dictionaries **are** permitted.

The following marks are available for this section:

	Question 1	Question 2
<ul style="list-style-type: none">• writing clearly and coherently, including an appropriate level of detail• presenting information in a logical sequence• using language, format and structure suitable for purpose and audience	9 marks	6 marks
<ul style="list-style-type: none">• using correct grammar, including correct and consistent use of tense• ensuring written work includes generally accurate punctuation and spelling and that meaning is clear	10 marks	
Total marks available for Section 2 Writing	25 marks	

Question 1

You've done well in this company and are applying for a promotion. You receive the following email:

From: Rashid Shah (RShah@PTLfoods.uk)
Sent: 06 June 2015 11:04:38 am
To: Applicant (Applicant10@bthotmail.uk)
Subject: Interview

Dear Applicant,

Thank you for applying for the position as PR Executive here at PTL Foods Ltd.

We would like you to attend an interview on the 12th of this month at 2pm.

As the job will involve writing many articles on behalf of different clients, we will ask you to write an article to demonstrate your writing skills as part of the interview process. The topic will be modern technology and we suggest you practise this beforehand.

We look forward to seeing you on the 12th.

Regards,

Rashid Shah



Rashid Shah, Human Resources Assistant

PTL Foods Ltd – Serving the public through foods

Tel: 028 3532 9667 | Email: RShah@PTLfoods.uk | Website: www. PTLfoods.uk

Your task: write an article about modern technology.

Expand on these points:

- advantages of technology such as computers, the internet and phones to your personal life
- advantages to the world as a whole
- what life could be like without modern technology.

We suggest you write 120-140 words.

There are 9 marks available for this question. A further 10 marks are available for accurate spelling, punctuation and grammar across questions 1 and 2.

You may use the space below for planning and drafting.

This image shows a full page of a worksheet designed for handwriting practice. It features approximately 20 horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.

This image shows a full page of a worksheet designed for handwriting practice. It features approximately 20 evenly spaced horizontal dashed lines across the entire page, providing a guide for letter height and placement. The background is plain white, and there are no margins or additional markings present.

Question 2

Your new work colleagues do not socialise as a group very much. You think it would be a good idea to organise a regular activity evening once a month.

Your task: write a notice for the staff noticeboard encouraging colleagues to get behind the idea.

Expand on these points:

- your idea and the activity
- why you think it would help staff morale

We suggest you write 80-120 words.

There are 6 marks available for this question. A further 10 marks are available for accurate spelling, punctuation and grammar across questions 1 and 2.

You may use the space below for planning and drafting.

This image shows a full page of a handwriting practice worksheet. It consists of multiple rows of horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no margins or additional markings.

End of section 2 Writing