

Functional Skills English (4748)

Entry 3 Writing

Sample assessment



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

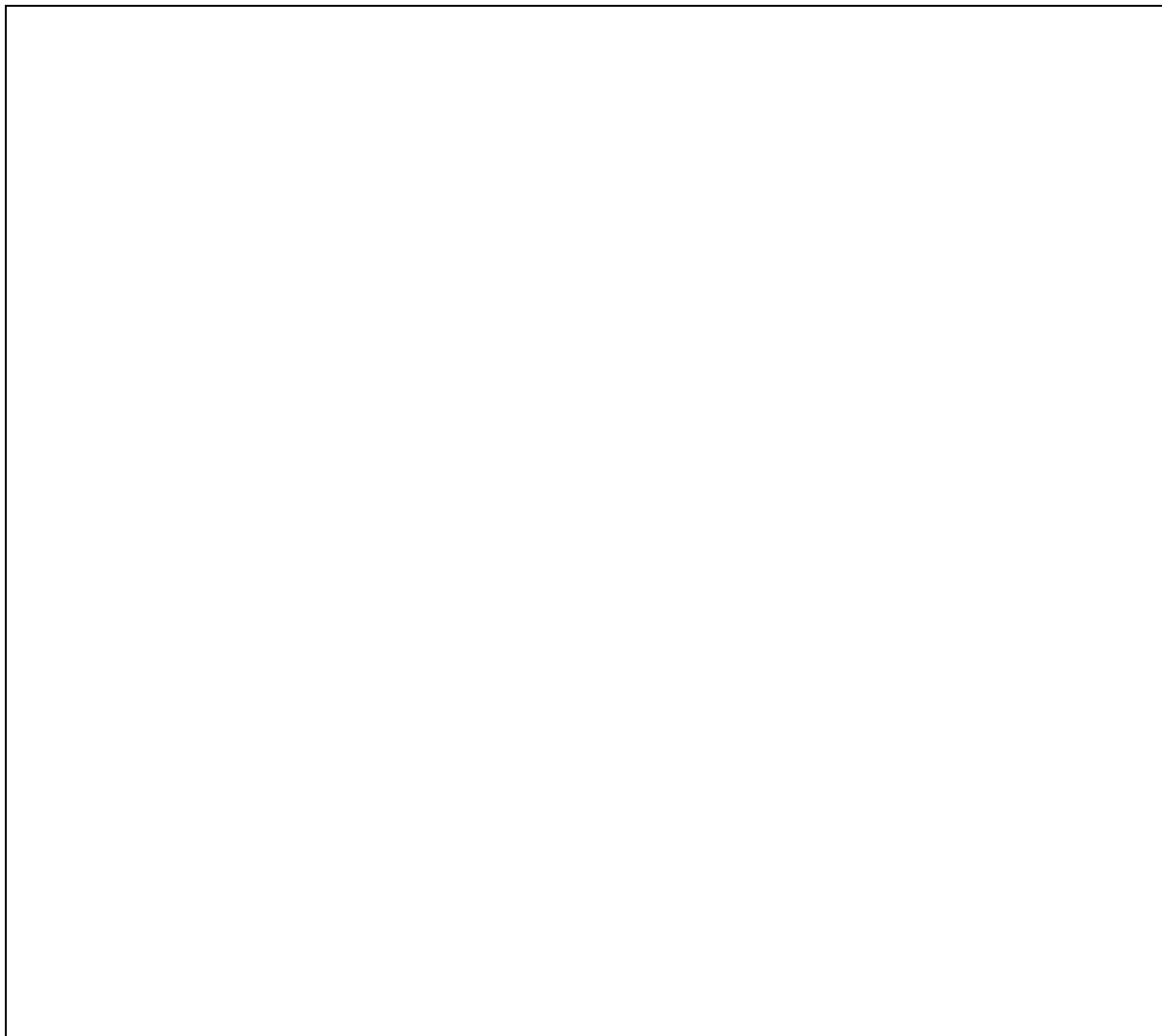
- why you want to get fit
- when you want to start the challenge
- what you think the benefits to your health will be
- why you want your friend to join you in the challenge.

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

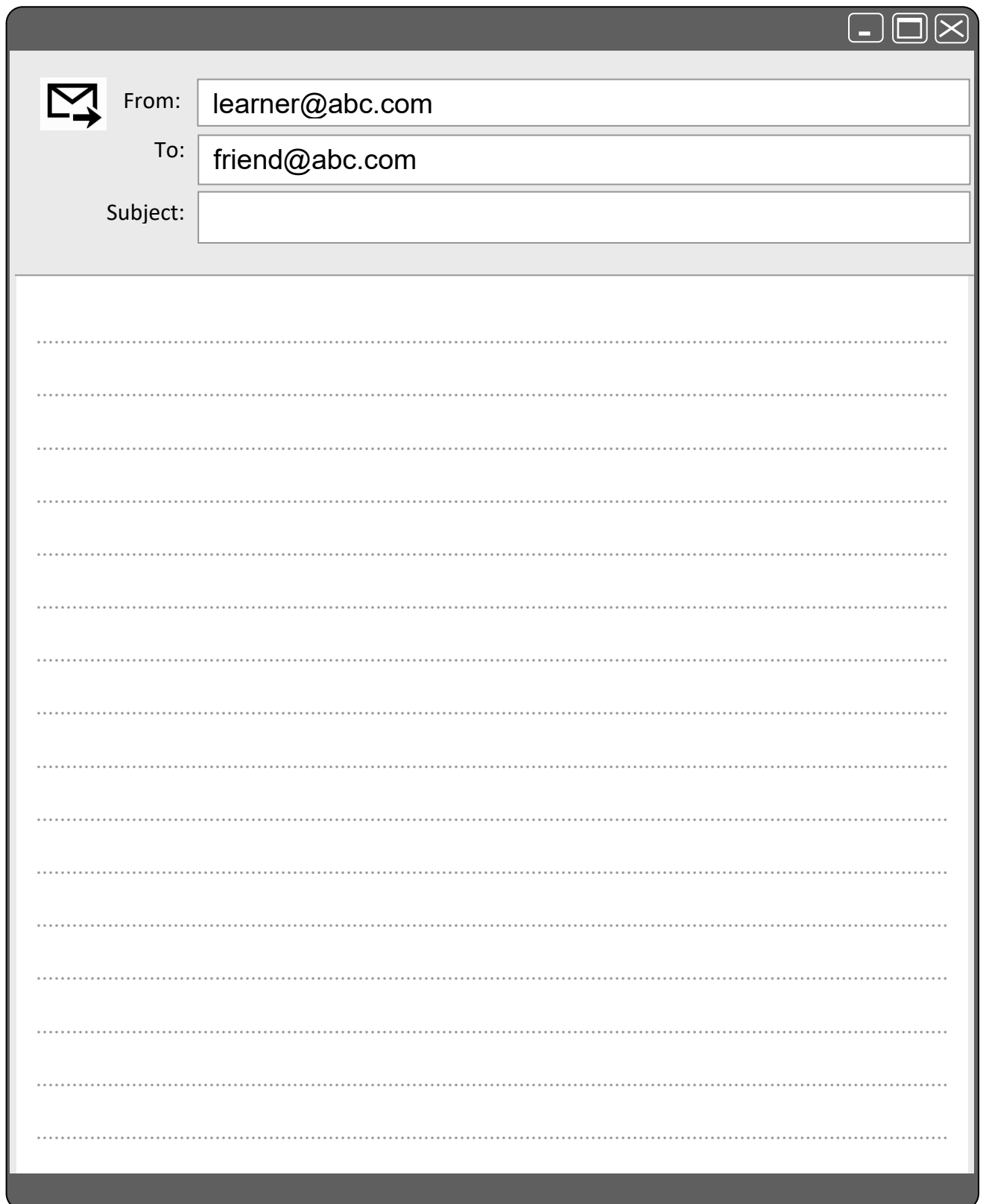
Use language and format suitable for the task.

11 marks

You can use this space to plan your writing.



Write your email here.



The image shows a simulated email composition window. 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, 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 rectangular area with horizontal dotted lines, intended 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 rectangular box with a solid black border, containing 20 horizontal dotted lines spaced evenly down the page, intended for writing a report.

A large rectangular box with a solid black border, containing 18 horizontal dotted lines spaced evenly down the page, intended for writing.

Check your work.

End of assessment