

**Functional Skills
English Writing Assessment
Entry Level 1**

Learner name

Run number

Learner signature

Centre

Assessment date

Task	Available marks	Assessor Mark	IQA Mark
1	10		
2	2		
3	18		
Total	30		

Instructions to learners

Check that you have the correct paper.

Please complete the information above.

Use blue or black ink. Do not use a pencil.

You may **NOT** use a dictionary.

There are 3 tasks.

You should try to answer **ALL** the questions.

Total marks available: **30**

You have **45 minutes** to finish the assessment.

Task 1

Write the word with the correct spelling in each of these sentences.

For example:

a. lage large lagre larje

I have a large dog.

Complete the following:

1. head hed haed hade

I put the hat on my _____.

2. wat what waht whot

Do you know _____ time it is?

3. seeme saem seem seme

You _____ happy today.

4. girle gril girl gurl

My sister has a baby _____.

5. plant plante plnat plent

My friend gave me a _____ for the garden.

6. untill until utille untile

The bus did not come _____ 9pm.

7. meka maek make maak

I am going to _____ a birthday card.

8. wile while wheile whel

Will you wait here _____ I shop?

9. never neaver nevear neva

I _____ eat fast food.

10. anione anyone anyonne aneone

Do you know _____ with a cat?

(10 marks)

Task 2

Put these letters in alphabetical order and in capitals. One has been filled in for you.

o	l	q	n	p	m
---	---	---	---	---	---

					Q
--	--	--	--	--	---

Put these letters in alphabetical order and in lower case. One has been filled in for you.

H	F	C	G	E	D
---	---	---	---	---	---

			f		
--	--	--	---	--	--

(2 marks)

Task 3

You need to ask your manager for some time off work for a family event. You are going to leave a note on their desk.

Explain in your note:

- why you are writing
- how much time you need off
- when you need the time off
- what family event you are going to
- where the event is
- when you will be back at work.

You must write **at least three** full sentences. Check your spelling, punctuation and grammar carefully.

(18 marks)



Task 3

Write your note here:

A large rectangular box containing 20 horizontal lines for writing notes.



END OF ASSESSMENT

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Ofqual Approved
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