

**Functional Skills
English Writing Assessment
Entry Level 2**

Learner name

Run number

Learner signature

Centre

Assessment date

Task	Available marks	Assessor Mark	IQA Mark
1	10		
2	2		
3	3		
4	4		
5	16		
Total	35		

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 5 tasks.

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

Total marks available: **35**

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

Task 1

Write the correct spelling of the word on the line.

For example:

a. cange change chage chang

I would like to change my phone for a new one.

Complete the following:

1. better beter betor bitore

I am _____ at playing netball than my sister.

2. busi busy buzy bussie

The traffic is always _____ early in the morning.

3. strage starng strange strainge

My new toothpaste tastes _____.

4. specail spacail special spicial

My birthday is a very _____ day.

5. people poepel peopel peepol

Many _____ do not like swimming in the sea.

6. naugty naughty nuagty nortee

The _____ boy was told to sit on the step.

7. weigh wiegh weagh waigh

I had to _____ the fruit.

8. arive arrive arrave arriv

When will the bus _____?

9. forwird foerward forward forword

I am looking _____ to finishing this exam.

10. posible possible possable posibule

How many _____ answers are there?

(10 marks)

Task 2

Put these words into their correct alphabetical order:

For example:

plant
funny
owl
frame
pair
horse
door
puppy
order
flower

door
flower
frame
funny
horse
order
owl
pair
plant
puppy

Now complete the following:

warm
take
because
some
high
cloud
north
wind
cheer
expect

(1 mark)



slight
even
central
start
upward
model
coin
fine
dry
cream

(1 mark)

Task 3

What is the correct plural of the word?

For example:

I put the (**book**) books on the shelf.

Now complete the following:


- The window cleaner washed all the (**window**) _____.
- I put all the (**apple**) _____ in the box.
- I go to college four (**day**) _____ a week.

(3 marks)

Task 4

You are looking for a new job. You need to fill in the form below for the employment service.

Complete the form below.

<h2>Stevens Employment Service</h2>	
Personal Details	
First Name	
Surname	
Address	
.....	
.....	
Postcode	
Age	Date of birth
Contact number	
Email address	

(4 marks)

Task 5

Stevens Employment Service wants you to send them an email with more information to help with your job search. They will also answer any questions that you might have.

Tell them:

- what type of job you are looking for and why
- what skills you have for a job
- the sort of person you are
- what makes you the right person for a job
- what else you would like to know.

You must write **at least three** full sentences. You are expected to check your spelling, punctuation and grammar.

(16 marks)

END OF ASSESSMENT

NOCN Group
Acero Building
1 Concourse Way
Sheaf Street
Sheffield
S1 2BJ

Ofqual Approved
©**NOCN**