# Functional Skills English Entry 1 Writing Sample Assessment



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## Candidate's paper **Passports** Length of assessment: 30 minutes Candidate's name: City & Guilds enrolment number: Date of registration: Date assessment started: Date assessment completed: Candidate's declaration: I confirm that this assessment is my own work Candidate's signature \_\_\_\_\_ Date

#### **Candidate's instructions**

You have **30 minutes** to complete this assessment.

- Read each task carefully
- The maximum marks for each task are shown
- Complete **both** tasks
- You may use a dictionary

#### You need the following:

• a pen with black or blue ink.

#### Task 1

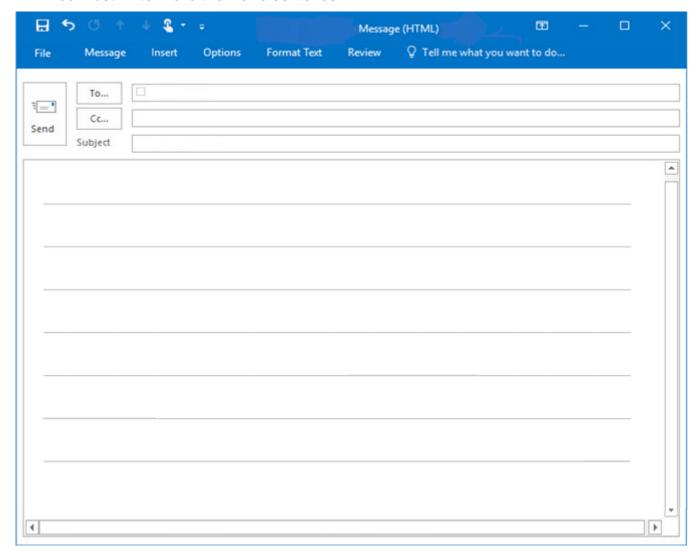
You a need a passport to go on holiday.

Write an email to your friend.

7 marks

- Ask them to pick up a passport form from the Post Office.
- Say why you need the passport.
- Say when you need your new passport.

You must write more than one sentence.



Remember to check your spelling and full stops.

### Task 2

You are going away next week and your passport has not come.

Fill in the form. 9 marks

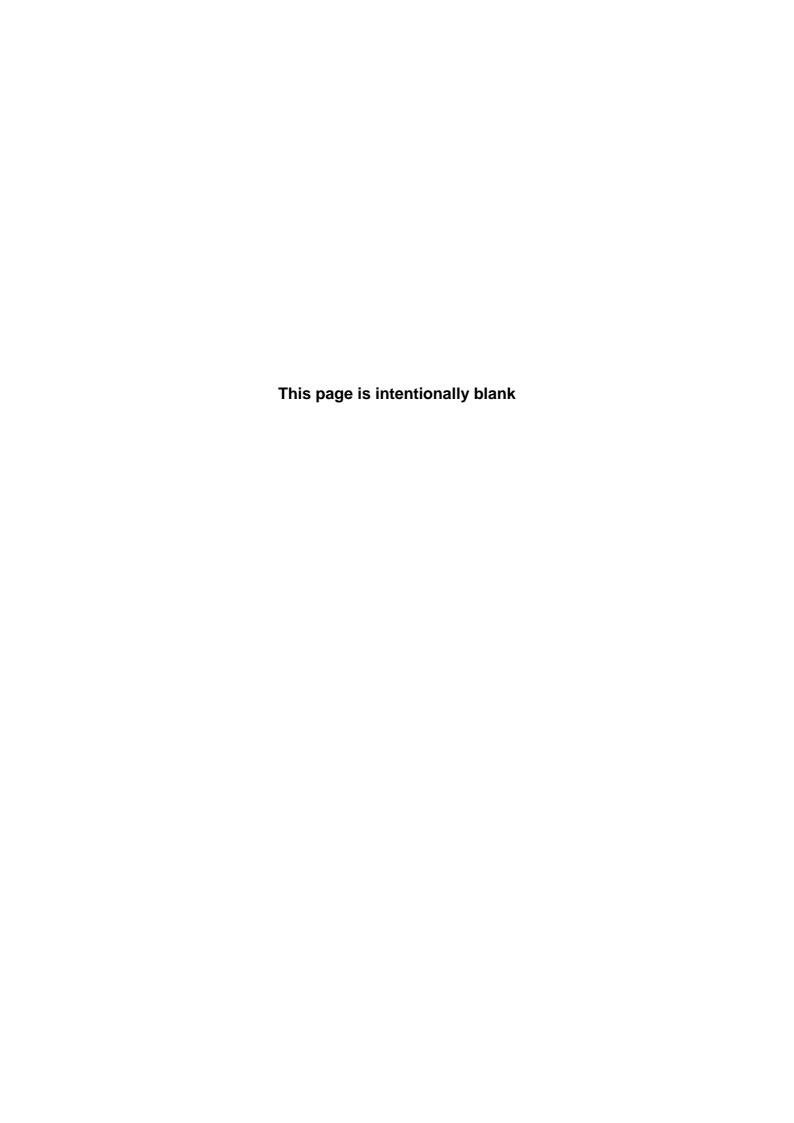
- Say you have not got the passport.
- Say when you sent the passport form.
- Tell them when you are going away.

You must write more than one sentence.

HM Passport Office
Name
Address
How can we help you?

Remember to check your spelling and full stops.

**End of assessment** 



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