

Functional Skills English

Entry 3 Writing

Sample Assessment



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May 2017
Version 2.0

Candidate's paper

Money

Length of assessment: 40 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 **40 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 – Competition entry form

(Suggested word count 75 – 100 words)

You enter a competition to win £1000 for charity

Fill in the **Choose your Charity Competition!** entry form.

13 marks

Include information about:

- which charity you are supporting
- the work the charity does
- why you support the charity
- why the charity should receive £1000.

You will be assessed on:

- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

Plan your writing here.

Draft your writing here.

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

Complete the competition entry form.



Choose your Charity Competition!

Win £1000 for a charity of your choice

Your name

Your email address

Your entry

Good Luck!

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Remember to check your work for accuracy including spelling.

Task 2 – Letter

(Suggested word count 75 – 100 words)

You win the competition.

Write a letter to the charity you decided to support

13 marks

Include information about:

- details of the competition
- why you want to give them the £1000
- ask when you can meet to hand over the cheque
- what you would like them to do with the money.

You will be assessed on:

- planning and drafting your writing
- organising your writing
- including relevant information
- writing clearly and in a logical order
- using some joining words e.g. and, as, but, or, because, when
- using correct spelling, punctuation and grammar.

Plan your letter here.

Draft your letter here.

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

Write your letter here.

A large rectangular box with a solid black border, containing 15 horizontal dotted lines spaced evenly down the page, intended for writing a letter.

Remember to check your work for accuracy including spelling.

End of assessment

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