

Functional Skills English

Entry 3 Writing

Sample Assessment



www.cityandguilds.com
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Version 2.0

Candidate's paper

Water

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 – Application Form

(Suggested word count 75 – 100 words)

You want to become a volunteer to raise awareness about saving water.

Fill in the **Why I want to volunteer** section on the form.

13 marks

Include information about:

- why you think saving water is important
- why you would make a good volunteer
- how much time you can give
- when you can start.

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 form.



Volunteer Application Form

Name:

.....

Address:

.....

.....

Why I want to volunteer

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Remember to check your work for accuracy including spelling.

Task 2 – Email

(Suggested word count 75 – 100 words)

Write an email to a friend telling them your plans to become a volunteer with the charity Save Water.

13 marks

Include information about:

- why you want to volunteer
- what work you are going to do
- how you found out about the charity
- how you will benefit from the experience.

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 email here.

Draft your email here.

A large rectangular box with a solid black border, containing 18 horizontal dotted lines for 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 a 'To:' field with an envelope icon and a 'Subject:' field. Below these fields is a large text area with horizontal dotted lines for writing. The window has a dark grey header and a light grey body.

Remember to check your work for accuracy including spelling.

End of assessment

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