

# Functional Skills English (4748)

## Entry 1 Writing

### Sample Assessment



www.cityandguilds.com  
April 2020  
Version 1.0

## Writing

### Candidate Paper

# News

Time allowed: 25 minutes

Total marks: 20

Candidate's name: \_\_\_\_\_

City & Guilds enrolment number: \_\_\_\_\_

Date of registration: \_\_\_\_\_

Date assessment started: \_\_\_\_\_

Date assessment completed: \_\_\_\_\_

#### You will need

- a pen with black or blue ink.

**You must not use a dictionary or spell check.**

#### Instructions

- Answer **all** of the questions.

#### Candidate's declaration:

I confirm that this assessment is my own work.

Candidate's signature \_\_\_\_\_

Date \_\_\_\_\_

## Activity 1

### Complete the task.

Put the letters in alphabetical order. Use **lower case** letters.

N	A	T	P
---	---	---	---

\_\_\_\_\_

Put the letters in alphabetical order. Use **upper case** letters.

y	g	u	d
---	---	---	---

\_\_\_\_\_

**2 marks**

## Activity 2

Correct the sentences. Use capital letters where they are missing.

Please go and see mrs Dent.

\_\_\_\_\_

On Sunday i'm having a party.

\_\_\_\_\_

**2 marks**

### Activity 3

Write about some news.

**Write four sentences. Use capital letters and full stops.**



Write **two** sentences about some news you have heard.

1) .....

.....

2) .....

.....

Write **two** sentences about some news you would like to hear.

1) .....

.....

2) .....

.....

**7 marks**

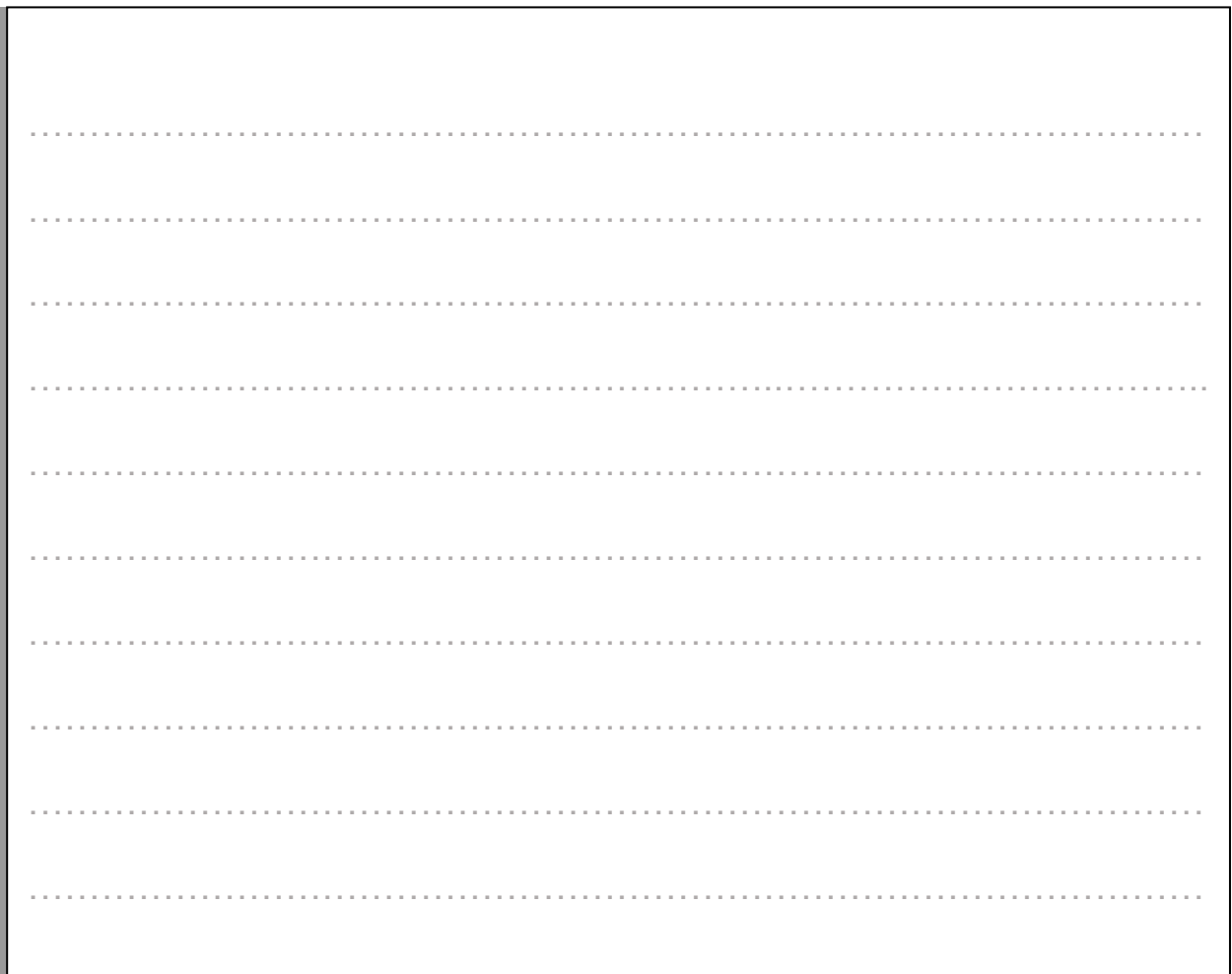
## Activity 4

Write a note to a friend who you haven't spoken to for a long time.

Tell your friend:

- how you are
- **two** bits of news
- what could be better
- **two** things you want to do.

**Write in sentences. Use capital letters and full stops.**



**9 marks**

Check your work.

**End of assessment**