

**ENTRY LEVEL 3  
FUNCTIONAL SKILLS  
ENGLISH: WRITING**



**QUESTION PAPER  
SAMPLE ASSESSMENT MATERIAL**

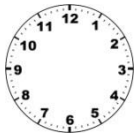
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Learner name:	<i>Auto-filled by XAMS</i>
Learner number:	<i>Auto-filled by XAMS</i>
Your Signature:	
Today's date:	<i>Auto-filled by XAMS</i>

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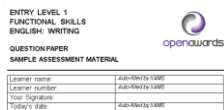


Total marks available: **36 marks**



Time limit: **45 minutes**

**You need:**



This **question and answer paper**



A **pen** with black or blue ink



## You cannot use:



The **Internet**



A **dictionary**



## Instructions

1. Check your name is correct on Page 1.  
Write your **signature** if it is.
2. **Read** each question carefully
3. **Write** your answers in the spaces provided
4. Answer **all** the questions
5. **Check** your work at the end
6. Ask your teacher for more **paper** if you need it.  
Write your name on any extra pieces of paper.
7. Your teacher will **collect** your paper at the end of the assessment



Answer:



**Page left intentionally blank**

## Task 1 (10 marks)

Write the word with the correct spelling to fit in each sentence.

For example:

You need \_\_\_\_\_ hiking shoes to go hiking.

propar

proper

propper

proppar

Answer .....proper.....

1. Her car is in \_\_\_\_\_ condition.

excellent

excelant

ecsellent

exellant

Answer:

2. Can you \_\_\_\_\_ the animal you saw in the park?

diskribe

discribe

deskribe

describe

Answer:

3. I will come to the party, \_\_\_\_\_ I don't know when to arrive.

altho

although

alltho

although

Answer:

4. To cook the recipe, slowly \_\_\_\_\_ the temperature.

increese

increase

increes

increas

Answer:

5. Out of \_\_\_\_\_, she asked what his name is.

curiocity

curiousity

curiosity

curiositea

Answer:

6. I am joining in the \_\_\_\_\_ .

discushion

discusion

discusson

discussion

Answer:

7. The local council has just set up a \_\_\_\_\_ .

comitee

committee

commitee

comittee

Answer:

8. Mo did some \_\_\_\_\_ revision for his exam.

thorough

thurough

thorogh

thurugh

Answer:

9. Her mother told her to be \_\_\_\_\_ while she is running.

cawtious

cautios

cautius

cautious

Answer:

10. My cousin \_\_\_\_\_ visits the countryside.

frequently

freqwently

frequantly

frequently

Answer:

## Task 2 (1 mark)

Re-order the lists of words below in alphabetical order.

For example:

blend ..... *bland* .....

fake ..... *blend* .....

cake ..... *cake* .....

bland ..... *dart* .....

dart ..... *face* .....

face ..... *fake* .....

trend ..... *train* .....

train ..... *trend* .....

### Answer

1. trump

rest

level

deep

leave

rent

decent

trail




### Task 3 (2 marks)

Write the plural for each word given below.

For example:

child .....children.....

**Answer**

1. knife

2. foot

### Task 4 (23 marks)

You have taken a telephone call for a work colleague who is **not** in the office today.

Write a note to leave on your colleague's desk for them to read when they come back.

The note should contain full details of the call you have taken. Your colleague needs to know:

- who took the call and when
- who called and from where
- why the caller phoned
- what message the caller left for them
- what they should do next

You must write between 150 and 250 words.

You may draft your note below.

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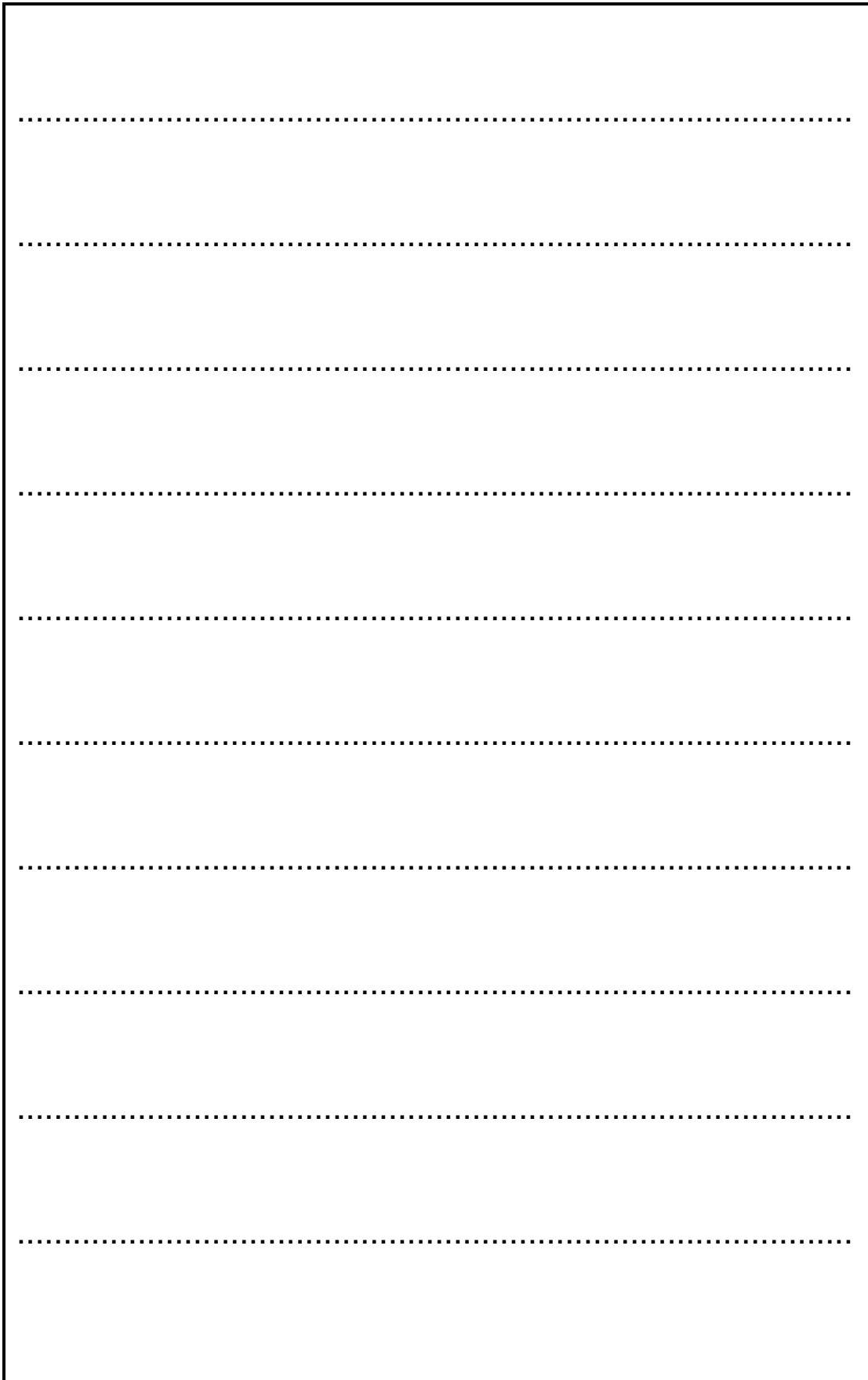
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Write the note in full sentences.

A large rectangular box with a solid black border, containing ten horizontal dotted lines for writing.

A large rectangular box with a solid black border, containing ten horizontal dotted lines spaced evenly down the page. This area is designated for markers to use.



**[End of assessment]**

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