

Functional Skills
English Writing Assessment
Entry Level 3

Learner name

Run number

Learner signature

Centre

Assessment date

Task	Available marks	Assessor Mark	IQA Mark
1	10		
2	2		
3	2		
4	12		
5	12		
Total	38		

Instructions to learners

Check that you have the correct paper.

Please complete the information above.

Use blue or black ink. Do not use a pencil.

You may **NOT** use a dictionary.

There are 5 tasks.

You should try to answer ALL the questions.

Total marks available: **38**

You have **1 hour** to finish the assessment.

Task 1

Write the correct spelling of the word on the line.

For example:

a. hoose house huose hosue

I am moving out of my flat and into a house.

Complete the following:

1. wose whose hoose whoose

_____ ruler is this?

2. iaslnd island eriland iland

We visited the _____ by boat.

3. poplar puplar popular puplair

Quiz shows are always _____ on TV.

4. opposite opersite oppersite oposite

I sat _____ a famous person on the bus.

5. actaul actual atcual aktual

My _____ name is Joe Smith.

6. enuogh enough enouph enuff

I have had _____ to eat.

7. autumn atumn autemn autum

My favourite season is _____.

8. sugor sugar suger suggar

I never put _____ in my tea.

9. treasare trasure treasure tresuire

I like looking for _____ on the beach.

10. coleage college cullage colledge

I look forward to going to _____ every day.

(10 marks)

Task 2

Put these words into their correct alphabetical order:

For example:

question
painful
lake
paddle
page
because
quick
pale
spring
depend

because
depend
lake
paddle
page
painful
pale
question
quick
spring

Now complete the following:

begin
apple
being
table
team
shape
cloud
bend
tennis
roller

object
rail
radio
start
occasion
handle
ocean
rarely
hardly
react

(2 marks)

Task 3

What is the correct plural of the word?

For example:

I clean my **(tooth)** teeth three times a day

Now complete the following:

- All the **(child)** _____ are playing in the park.
- I told the **(story)** _____ to the class.

(2 marks)

Task 4

New kitchen equipment has been installed at your place of work.

Write a set of instructions on how to use the equipment and how to keep the kitchen area clean and tidy.

In your instructions, you could include:

- what the kitchen is used for
- what equipment is provided for everyone to use
- how the equipment can be used safely
- where you can keep food and drink
- how you can keep the kitchen area clean and tidy.

You should include any other details that you think might be useful.

You should write **at least six** full sentences, including compound sentences. You are expected to check your spelling, punctuation and grammar.

(12 marks)



Task 4

Write your instructions here:

A large rectangular box containing 25 horizontal lines for writing instructions.

Task 5

You have been cycling to work for a few months. This morning a car caused you to fall off. You are OK but your cycle is damaged beyond repair. You have contacted your insurance company and have been asked to submit a full report of the accident.

Write a report for the insurance company, Zenna Insurance.

In your report, you could:

- say why you are writing
- say where, when and how the accident happened
- describe what happened to you
- describe what happened to your bicycle
- say what you would like the insurance company to do next.

You should include any other details that you think might be relevant.

You should write **at least six** full sentences, including compound sentences. You are expected to check your spelling, punctuation and grammar.

(12 marks)



Task 5

Write your report here:

A large rectangular area with a black border, containing 25 horizontal lines for writing a report.



END OF ASSESSMENT

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