

**Functional Skills
English Writing Assessment
Level 1**

Learner name

Run ID

Learner signature

Centre

Assessment date

Task	Marks Available	1 st Marker	2 nd Marker
1 - Composition	15		
1 - SPaG	12		
2 - Composition	15		
2 - SPaG	12		
Total	54		
Marker Comments			

Instructions to learners

Check that you have the correct paper.

Please complete the information above.

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

You may **NOT** use a dictionary.

There are 2 tasks in this assessment. You must complete **BOTH** tasks.

Total marks available: **54**

You have **1 hour** to complete this assessment.

Task 1

You have recently bought an item from an online store. You have received this email:

Dear Customer,

Thank you for your recent purchase from our company. We're delighted to count you as a customer. Our goal is always to provide our very best product and service so that our customers are happy. It's also our aim to continue improving. That's why we value your feedback.

We would love to hear from you. Please reply to this email so we can learn about any comments or concerns you have. Please leave your feedback on Google My Business onlineshop.co.uk.

Thank you so much for taking the time to provide us with your feedback. It is appreciated and very helpful to us.

Best regards, Ben Tweed, Customer Services.

Write your email reply.

In your email you could:

- describe what you bought and why
- explain why you chose to shop with that company
- review the shopping experience to include quality and price of product, speed and method of delivery, and packaging
- suggest any improvements you would like to see made
- say whether or not you would recommend the company to other online shoppers.

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


You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

(27 marks)

Task 1

Write your email here:

 Send	<input type="text" value="To..."/>	<input type="text"/>
	<input type="text" value="Cc..."/>	<input type="text"/>
	Subject	<input type="text"/>



Task 1 Continued

A large rectangular area containing 25 horizontal lines for writing, intended for the continuation of Task 1.

Task 2

Your college is planning to hold an Open Evening to give possible students an idea of what college life is all about. Visitors will get the chance to chat with current students, meet the staff and discover the range of different courses and careers open to them.

Your tutor has asked you to prepare a brief welcoming speech for the groups of visitors who are interested in enrolling on your course of study.

Write the speech that you will give.

In your speech you could:

- introduce yourself and what you do
- explain why you chose this college and course
- describe what the course involves
- explain what you hope the course will lead to
- describe the wider experience and benefits of being a student in this college.

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

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

Write between 200–250 words.

(27 marks)

END OF ASSESSMENT

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