

Functional Skills English (4748)

Entry 3 Writing

Sample assessment



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Version 1.1

Writing

Candidate Paper

Money Matters

Time allowed: 40 minutes

Total marks: 30

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 _____

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Activity 1

Put the words into alphabetical order.

sell	savings	safe	salary
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1. _____
2. _____
3. _____
4. _____

1 mark

Activity 2

Write the plural of the words in bold.

Example: More than one **person**

two *people*

a. More than one **penny**

twenty _____

b. More than one **thief**

forty _____

2 marks

Activity 3

You want to invite a bank manager to your place of study to talk about saving money.

Write a letter to the manager to explain:

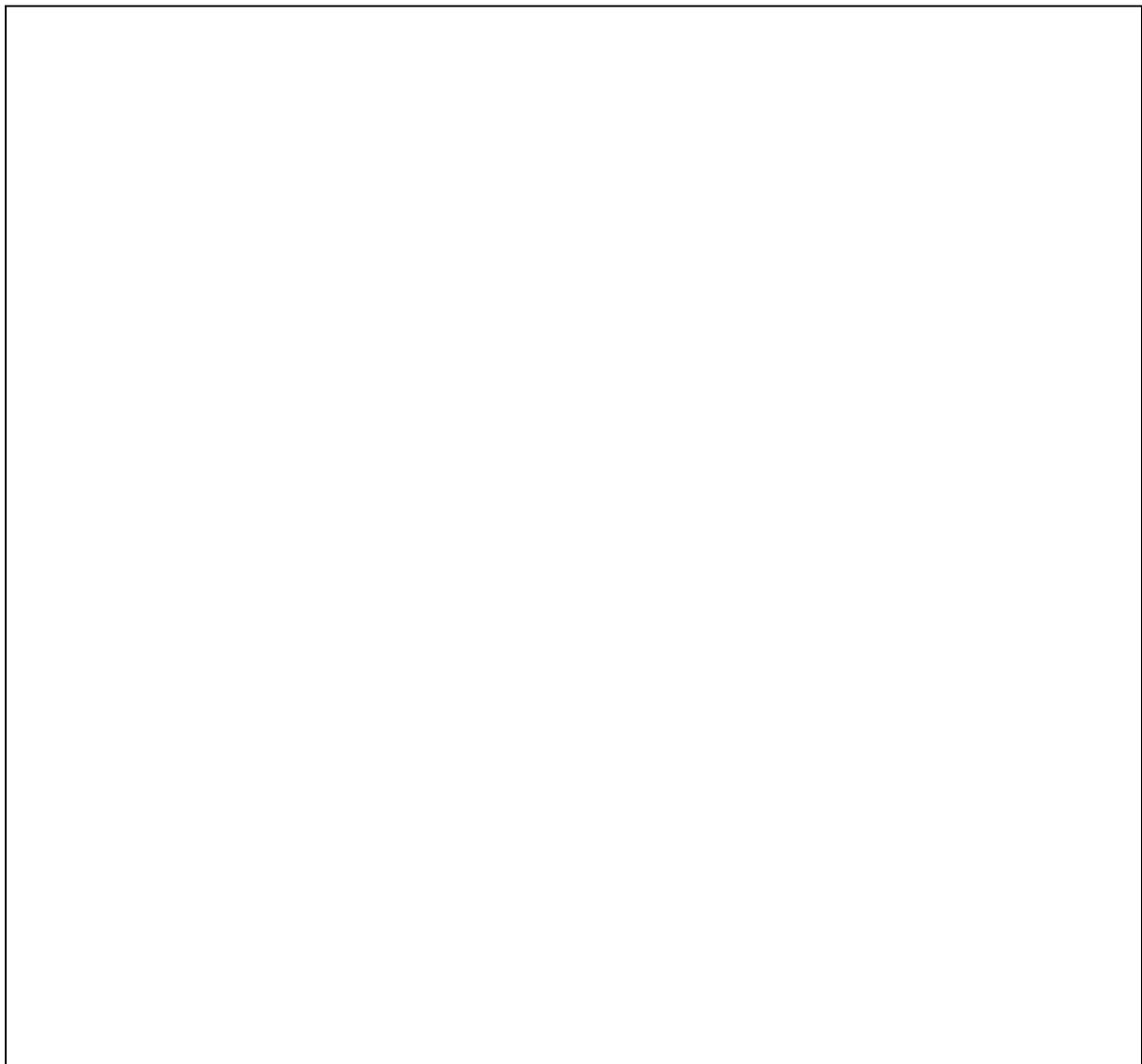
- why you want them to visit
- what you want them to talk about
- when you would like them to come
- how they can get to the place of study.

Write at least 4 complete sentences. Include at least one sentence which has a linking word.

Use language and format suitable for the task.

11 marks

You can use this space to plan your writing.



A large rectangular box with a solid black border, containing 20 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

Activity 4

Write a story about someone who loses some money.

Write about:

- what happened
- when and where it happened
- how the person felt
- what happened next.

Write your story using:

- complete sentences
- language suitable for a story
- format suitable for a story (e.g. title).

Write at least 3 paragraphs and include at least 2 sentences using linking words.

16 marks

You can use this space to plan your writing.

Write your story here.

A large rectangular box with a solid black border, containing 20 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box, providing a guide for handwriting.

A large rectangular box with a solid black border. Inside the box, there are 18 horizontal dotted lines spaced evenly down the page, providing a guide for handwriting practice.

Check your work.

End of assessment