

**Functional Skills
English Writing Assessment – Sample Paper
Level 1**

Learner name

Run ID

Learner signature

Centre

Assessment date

NOCN USE ONLY

Question	1 st Marker	2 nd Marker
1		
2		
Total		

Instructions to learners

Check that you have the correct paper. Please complete the information above.

You must use complete sentences. You will be assessed on your use of English.

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

You may use word processing software to complete the assessment, but printing out should take place after the end of the assessment time.

You may use a dictionary.

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

Total marks available: 30

Allow time to check your work before the end of the assessment.

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

Task 1

You see a local online competition asking for an article on saving money and making spare cash. They will pay £20 for any article they publish. You decide to enter the competition.

You could include the following in your article:

- Any ways that you can think of to help save money and to make spare cash
- Any personal experiences you may have of how you made extra money in the past such as selling old or unwanted items, or taking on extra work
- Ideas to save money just by being sensible with shopping, saving energy or travel.

Spend about 30 minutes for this question, write between 200 -250 words.

You can use this space to plan your work. This will not be marked

Task 2

You have just completed work experience in a job of your choice. You would like to apply for a similar paid job.

(15 marks)

Write a letter to apply for a job describing the work experience you have had. Write your letter to: The Manager, Gunn House, Westley, WI9 2GD.

You could include the following in your letter:

- Why you are writing
- Why you enjoyed the work experience
- How easy or difficult you found the work
- Describe any problems you had and how you dealt with them
- Whether you learnt any new skills, and if so what they were
- Why you think you should get the job

Spend about 30 minutes for this question, write between 200 -250 words.

You can use this space to plan your work. This will not be marked

End of Assessment

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