



**Functional Skills – English
Entry 1 Writing
Assessment Paper**

Guide time 30 – 45 minutes



2793-001-3

THE FOLLOWING DETAILS MUST BE COMPLETED
Centre Name
Surname/Family Name
First Forename
Unique Learner Number (ULN) if known
Date of Birth
Date of Assessment
Candidate Signature

You need

- A pen – black or blue ink
- Dictionary

Candidate Instructions

- Do not open the paper until you are told to do so
- Answer all questions in the space provided
- You may use a dictionary

Information

- There are two questions to be answered. Task A carries 6 marks and Task B carries 9 marks.
- You may complete both tasks together or at different times

Candidate Guidance

- You are advised to work through the paper steadily allocating equal amounts of time to each question
- At the end, check you have all your work and put it together with your cover sheet
- If you have used additional sheets make sure your name is written on each sheet and that they are included with your work

Marker
use only

Task A mark	
Task B mark	
Total marks	
Pass mark	
Pass/did not achieve	

Task A

Do not write
in this margin.
For Marker
use only

You have run out of bin bags. The Council has sent you a form to order some more.

Fill in this form. Make up the details about the bags.

(6 marks)

Town Council	
Order Form for Waste and Recycling Items.	
Please tell us who lives at this address	
Title	Tick one Mr Mrs Ms Miss <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
First Name	
Surname	
Address	
Postcode	
Telephone	
Signature	
Date	
Order	Tick one Bin (black) Bin (green) Bin bags (black) Bin bags (green) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Number	

Task A
mark

Task B

Do not write
in this margin.
For Marker
use only

Write a short note to your friend.

- Tell him or her that you are going away for 2 days
- Ask if he or she can put your bin out while you are away

(9 marks)

Write your note here. If you need more room, continue on a separate page.

END OF ASSESSMENT

Task B
mark

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