

Functional Skills
English Writing Assessment
Entry Level 1

Learner name

Run number

Learner signature

Centre

Assessment date

Task	Available marks	1 st Marker	2 nd Marker
1	12		
2	12		
Total	24		

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 use a dictionary.

There are 2 tasks

Total marks available: **24**

You should try to answer ALL the questions.

You have **45 minutes** to finish the assessment.

Task 1

You see this poster in your local shop:

Jumble Sale

St Mark's Church Hall

Saturday 12th March from 10.30am to 2pm



Stalls available

contact: Sarah Irwin: sarah.irwin@stmarksshelter.co.uk

Write a note to your friend Maryam asking her if she wants to share a stall with you.

Write Maryam at least 5 sentences.

Your note should be written in full sentences and could include:

- Where and when the jumble sale is.
- What items you could sell.
- Why you want to go.
- How many tables you think you will need.
- Why you would like her to go with you.

(12 marks)

Task 1

Write your note to Maryam here:

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Task 2

You want to do some work for St Mark's Homeless Shelter in town. Write an email to Susan Southwood to say that you are interested. Her email address is:

susansouthwood@stmarks.co.uk

Write at least 5 sentences. Your email could include:

- Why you think you would be good at volunteering.
- What days and times you would like to work.
- When you can start.

You must write in full sentences.

(12 marks)



END OF ASSESSMENT

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