

**Functional Skills
English Writing Assessment
Entry Level 3**

Learner name

Run number

Learner signature

Centre

Assessment date

Task	Available marks	Assessor Mark	IQ Mark
1	13		
2	13		
Total	26		

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: **26**

You should try to answer ALL the questions

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

Task 1

You recently noticed an advert at the local job agency for your dream job. You would like to apply for the job but would like some more information.

Write an email to the company requesting some more information.

In your email you could:

- Ask how much you would be paid for the job.
- Ask how many holiday days you would get each year.
- Ask what times you would be required to start and finish.

Write around 75-100 words

You must plan and draft your email first.

(13 marks)



Write your plan here:

Task 1

Write your draft here:

Task 2

You would like to apply for a job at a local supermarket.

Write a letter of application to the company.

Your letter could include:

- Why you want to apply for the job.
- What experience you have and why you would be good at the job.
- What you would like the company to do now.

Write around 50-75 words.

You must plan and draft your letter first.

(13 marks)



Write your plan here:



PART OF **nocn** GROUP

Task 2

Write your final letter here:

END OF ASSESSMENT

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