**TQUK Functional Skills**

**Qualification in English at Entry Level 3**

**Writing** Examination Paper — Sample Assessment

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| **Please complete the details below using black or blue ink. Use BLOCK CAPITALS.** | |
| Learner name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Learner number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Centre name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Instructions**

* Read each activity **carefully**.
* **Plan** your answer in the **planning box** available for Question 13 and Question 14.
* Write your responses **clearly** in the spaces provided.
* Complete **both** sections.
* **Check** your responses.

**Information**

* There are **2** sections in this exam.
* The maximum mark for this exam is **40**.
* You **will** be assessed on spelling, punctuation and grammar (SPaG).

**Items**

* You **will** need a pen with black or blue ink.
* You are **not** allowed to use a dictionary.
* You will **not need** any other stationery or equipment.

**Time allowed:** **55** minutes

**Do not open this examination paper until you are told to do so.**

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| **Section 1** |
| This section has **10 marks**.  You have **ten** spelling questions to complete.  You should spend **15 minutes** on this section. |

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| Complete each sentence with the correctly spelled word. | | | |
| For example:  Are \_\_\_\_\_\_\_\_\_\_\_ there?  yuu you yoo yu  *you* | | | |
|  | | | |
| 1. Where is the town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? | | | |
| senter | centre | centar | senta |
| **[1 mark]** | | | |
|  | | | |
| 1. The TV has a 12-month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | |
| guarantee | guaranty | garantee | garanty |
| **[1 mark]** | | | |
|  | | | |
| 1. An \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is surrounded by water. | | | |
| ireland | eyeland | island | iland |
| **[1 mark]** | | | |
|  | | | |
| 1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lists the meaning of words. | | | |
| dicsionary | dictionery | discionery | dictionary |
| **[1 mark]** | | | |

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| **Questions continue on the next page.** |

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| 1. I was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for organising the event. | | | |
| responsable | responsuble | responseble | responsible |
| **[1 mark]** | | | |
|  | | | |
| 1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was taken to hospital. | | | |
| payshent | patient | payshant | patiant |
| **[1 mark]** | | | |
|  | | | |
| 1. Their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the play was outstanding. | | | |
| performance | performence | performanse | performense |
| **[1 mark]** | | | |
|  | | | |
| 1. I need one more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of paper. | | | |
| peace | peese | piece | peece |
| **[1 mark]** | | | |
|  | | | |
| 1. Let’s take a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for lunch. | | | |
| break | brake | breack | braik |
| **[1 mark]** | | | |
|  | | | |
| 1. They will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the project. | | | |
| cordnate | co-ordninate | cordinate | co-ordinate |
| **[1 mark]** | | | |
| **Total for Section 1 = 10 marks** | | | |

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| **Questions continue on the next page.** |

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| **Section 2** |
| This section has **30 marks**.  You have **two** questions and **two** writing tasks to complete.  You should spend **40 minutes** on this section. |

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| **11.** | List the words below in **alphabetical order**.  For example: banana lemon apple kiwi  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *apple, banana, kiwi, lemon* |
|  | |
|  | **a)** chest cupboard chair carpet |
|  | **Answer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **[1 mark]** |
|  | **b)** listen dream watch drink |
|  | **Answer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **[1 mark]** |
|  | **Total for Question 11a and 11b = 2 marks** |

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| **Questions continue on the next page.** |

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| **12.** | Write the plural of the words written in **bold**. |
|  | For example:  One **car**, two *\_\_\_\_\_\_\_\_\_\_*  *cars* |
|  |  |
|  | **a)** One **child**,two \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **[1 mark]** |
|  | **b)** One **sheep**, lots of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **[1 mark]** |
|  | **Total for Question 12a and 12b = 2 marks** |

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| **Questions continue on the next page.** |

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| **13.** | **Write an email.**  You work at a café. You need time off for an important family event. Write an email to your manager asking for time off.    In your email, you could:   * say **when** you need the time off * explain **why** you need the time off * suggest **when you can work** the hours you will miss.   The manager’s email address is: t.jones@globalchat.biz  Your email should:   * be at least **three** paragraphs long * include at least **three** compound sentences * use language and format suitable for the task. |
| **[10 marks] Composition**  **[3 marks] SPaG**  **Total for Question 13 = 13 marks** | |

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| **Plan (You will not receive marks for planning.)** |

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| **Questions continue on the next page.** |

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| Your answer | | **Assessor use only** |
| **To:** | **SEND** | SC13: |
| **From:** me@globalchat.biz |
| **Subject:** |
|  | | SC15: |
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| **Questions continue on the next page.** |

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| **14.** | **Write a review.**  You have recently watched a television programme. You have been asked to write a review of the TV programme for your school/college magazine.  In your review, you could:   * say **what** the programme is about * describe what you **liked** or **disliked** about the programme * say **whether you would recommend** the programme to others.   Your review should:   * be at least **three** paragraphs long * use at least **three** compoundsentences * use language and format suitable for the task.   **You can use a real or imagined television programme.** |
| **[10 marks] Composition**  **[3 marks] SPaG**  **Total for Question 14 = 13 marks** | |

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| **Plan (You will not receive marks for planning.)** |

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| **Questions continue on the next page.** |

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| Your answer | **Assessor use only** |
|  | SC13: |
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| **Extra Writing Paper** |
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**This is the end of the assessment.**

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| |  |  |  |  | | --- | --- | --- | --- | | **Pass** |  | **Not achieved** |  |   **For Assessor use only:**   |  |  |  |  | | --- | --- | --- | --- | |  | **Marks Available** | **Marks Awarded** | **Second Marks** | | Section 1 | 10 |  |  | | Section 2 | 30 |  |  | | Total Marks | 40 |  |  | |