

Functional Skills

English – Writing

Entry Level 2

Set 4

External Assessment



Time allowed: 1 hour

Learner Name										
Date Of Birth										
Unique Learner Number (ULN)										
Centre Name										
Today's Date										

Do not open the paper until you are told to do so.

Please read the following carefully before you begin this assessment:

- All of the details in the box above **MUST** be completed
- Check that your paper is the correct level and the correct subject
- All papers **MUST** be handed in at the end of the assessment
- You **MUST NOT** take assessment papers outside the assessment room
- You will need a blue or black pen
- You may use a dictionary
- You should try to answer all questions on this assessment paper
- Allow time to check your answers before the assessment ends
- Work through the paper steadily dividing your time between questions

Paper Information:

- There are **2** tasks to complete
- Maximum marks available are **16**
- You have a total of **1 hour** to complete all questions on the assessment paper

For Marker's Use	
Task	Mark
Task 1 (8)	
Task 2 (8)	
Total (16)	

Task 1

(8 marks)

You are going for a **health check up** at your Doctor's.

You are asked to **fill in this form** using complete sentences.

Name	
What exercise have you done in the past week?	
<ul style="list-style-type: none">• Any exercise (normal daily activities e.g. walking to the bus; lunch-time trips to the park etc.)• Any other exercise or fitness activity (e.g. cycling; walking; running; any sport/s) <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
What could you do to improve your fitness?	
<p>.....</p> <p>.....</p> <p>.....</p>	

Task 2

(8 marks)

Your **neighbours** have dropped a **note** through your letterbox:

Hi,

We're having a party on Saturday night. We thought that we should let you know. We'll try not to be too loud or up too late.

Please do join us for a drink or some food at some stage, if you're free.

Let us know if you can make it.

All the best,

Sally, Minh and Tom.

Write a **brief note** in reply:

A large rectangular box with a solid black border, containing ten horizontal dotted lines for writing a reply.

End of assessment