

# Sample Assessment for Functional Skills English Writing Level 1

## Journalist Application

### Question Paper

**Note:**

**These materials relate to the Functional Skills English assessments that will be in use from September 2015**

**3748-011**  
**Level 1 Functional Skills English**  
**Writing**  
**Sample Assessment 4**  
 Journalist Application



Candidate Name (First, Middle, Last)




Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature\*

Exam date (DDMMYYYY)

Centre number

**General information:**

- the duration of this paper is **1 hour, 20 minutes**
- the maximum mark for each question is shown
- the total number of marks available is **50**.

**General instructions:**

- read each question carefully
- answer **both** questions
- dictionaries, electronic grammar and spell checkers **are** permitted (internet access is **not** permitted).

**You will be assessed on:**

- writing clearly and coherently, including an appropriate level of detail
- presenting information in a logical sequence
- using language, format and structure suitable for purpose and audience
- using correct grammar, including correct and consistent use of tense
- ensuring written work includes generally accurate punctuation and spelling and that meaning is clear.

**\*I declare that I have no prior knowledge of the questions in this assessment and that I will not divulge to any person information about the questions.**

For examiner’s use only	
Question	Mark
Total	

## Question 1

SUBJECT: Interview



Rachel Wheeler

From: **Rachel Wheeler** (Rachel.Wheeler@StantonPaper.com)

Sent: 11 May 09:34

To: [applicant@btmedia.co.uk](mailto:applicant@btmedia.co.uk)

Dear Applicant

Congratulations on reaching the next round of the process to be given a work placement here at The Stanton Evening Newspaper. We would like to invite you to an interview on:

Thursday 25<sup>th</sup> of May, at 10.00am. Please confirm your attendance at the interview by phoning 01245 7845.

As part of your role will involve writing articles, we would like you to write an article of between 200 and 250 words on the following topic and bring it along with you:

### **A memorable day in your life**

We look forward to seeing you at the interview.

Yours sincerely

*Rachel Wheeler*



**Editor Stanton Evening Newspaper**

T: 0203 532 9557 | E: [follow this link to our website](#)

This email and any files attached are confidential and only for the individual or group to whom they are addressed. If you receive this email in error, please notify the sender of the original message. Do not forward to anyone. This message has been scanned for viruses and spam and is believed to be clean.

**Your task:** is to write the article.

Expand on these points:

- the day
- why it was so memorable
- what effect it had on you
- what you would have changed to make it even better.

**(25 marks)**

**We suggest you write about 200-250 words.**



You may use the space below for planning and drafting.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to use for planning and drafting their response.



## Question 1 – Write your article here

A series of horizontal dotted lines providing a template for writing an article.





Dotted lines for writing.







## Question 2

Write a speech to persuade your colleagues at the Stanton Evening Newspaper to volunteer for Age UK, a charity that provides help and support to older members of the community. Typical help offered includes visiting older members of the community, help with shopping, providing transport and running lunch clubs.

**Your task:** is to write the text of the speech.

Expand upon these points:

- what volunteering involves
- some of the problems facing the elderly
- why it is important to help people in the community
- the benefits of volunteering for the volunteer.

**(25 marks)**

**We suggest you write about 200-250 words.**







You may use the space below for planning and drafting.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to use for planning and drafting their response.



## Question 2 – Write your speech here.

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## End of Assessment





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