



NCFE Entry Level 2 Functional Skills Qualification in English (603/5056/8): Writing

Paper number: **Sample Assessment Materials**

Time allowed: **50 minutes**
Maximum mark: 35

Note for assessors: you may read all questions aloud to learners.

- Read the instructions and information below to all learners.

Learner instructions

- Use black or blue ink.
- Answer **all** questions.
- You must **not** use a dictionary.

Do not turn over until the assessor tells you to do so.

Complete the details below.

Learner name _____

Centre name _____

Date _____

Learner number

Centre number

Section 1

This section has **10 marks**.

You should spend **10 minutes** on this section.

Spelling test

Write the correct word in the gap.

The example has been done for you.

Example:

I will write a letter to the manager.

leter

letter

leyter

1 It was a good _____ to get ice cream.

[1 mark]

idea

idear

idia

2 Moving home can be a _____ thing to do.

[1 mark]

difficolt

difficult

dificult

3 He had _____ parking.

[1 mark]

troubel

trouble

trubble

4 I start my new job next _____ .

[1 mark]

month

mount

munth

5 I have been very _____ today!

[1 mark]

bisy

busy

buzy

6 He lives _____ miles away.

[1 mark]

forty

fourtie

fourty

7 Could you write your _____ on here?

[1 mark]

addres

address

adress

8 I cannot _____ my keys.

[1 mark]

find

finde

fynd

9 Look at the clear _____ sky.

[1 mark]

blew

bloo

blue

10

It is only a _____ plant.

[1 mark]

young

younge

yung

Section 2

This section has **5 marks**.

You should spend about **10 minutes** on this section.

Write the plural of the words written in **bold**.

Example: one **bus**, two buses

11 (a) One **house**, two _____ **[1 mark]**

11 (b) One **potato**, lots of _____ **[1 mark]**

12 List the words below in **alphabetical order**: **[1 mark]**

	Alphabetical order
grape	
plum	
apple	
pear	

13 There is **one** mistake in **each** of these sentences. Use capital letters, full stops or question marks to correct the sentences.

(a) i have to leave in half an hour.

[1 mark]

(b) Do you want to come with me

[1 mark]

Section 3

This section has **20 marks**.

You should spend **30 minutes** on this section.

- 14** You want to apply for a travel card. Complete the form to sign up for a travel card.

Write in full sentences. Use joining words (**and**, **but**, **or**) and describing words.

[9 marks]

	Travel card Get a travel card and save money on trains, trams and buses.
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First name:

Last name:

Date of birth:

Address:

Postcode:

Why do you want a travel card?

How do you usually travel? What would make travel easier for you?

Thank you for completing the form.

15 You have just started a new course. You like learning new things.



Write an email to your friend telling them about the course.

You should write about:

- where the course is
- what things you are learning
- what you enjoy most about it.

Write in full sentences. Use joining words (**and**, **but**, **or**) and describing words.

[11 marks]

Send	To:	friend@bizkit.com
	Subject:	

[Total: 35 marks]

This is the end of the internal assessment.

To be completed by the assessor	Mark
Section 1	/ 10
Section 2	/ 5
Section 3	/ 20
TOTAL MARK	/ 35