



NCFE Entry Level 1 Functional Skills Qualification in English (603/5059/3): Writing

Paper number: **Sample Assessment Materials**

Time allowed: **45 minutes**

Maximum mark: 30

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

- Read the instructions and information below to all learners.

Learner information

- 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 a possible **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 **go** to the shops.

go

gor

gow

1

I by the sea.

[1 mark]

liv

livv

live

2

Do you want food?

[1 mark]

sum

some

som

3

The bus was late of the rain.

[1 mark]

becuase

becos

because

4

What _____ are you in?

[1 mark]

year

yeer

yaer

5

Could I have a _____ bit more?

[1 mark]

littal

litle

little

6

I do not know _____ train to take.

[1 mark]

which

witch

wich

7

Oh _____, I have lost my phone!

[1 mark]

deer

dier

dear

8

Please _____ the door.

[1 mark]

close

cloze

clowse

9

Do you live _____ here?

[1 mark]

arround

around

arownd

10

I need you to _____ that car!

[1 mark]

folow

follow

folloe

Section 2

This section has a possible 4 marks.

You should spend 5 minutes on this section.

- 11 There are four empty spaces in the table below.

Use **CAPITAL** letters (upper case) and **small** letters (lower case) to fill in the gaps.

Write the missing letters in each space. Follow alphabetical order.

Write a capital letter **and** write a small letter in **each** space.

[2 marks]

Mm	_____	Oo	Pp	_____	_____
Ss	_____	Uu	Vv	Ww	Xx

- 12 There is **one** mistake in **each** of the following sentences.
Put a capital letter in the correct place.

(a) He has to work on saturday.

[1 mark]

(b) What will i do tomorrow?

[1 mark]

Section 3

This section has a possible **16 marks**.

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

- 13** You left your bag at a friend's house. Send your friend a message.



In your message, you must say:

- where you left the bag
- what it looks like
- when you can collect it.

Write in full sentences. Use full stops and CAPITAL letters.

Check your spelling.

[7 marks]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Please turn over for the next question.

14

You want to ask a new friend out for coffee. Write them a note.



In your note, you must:

- ask your friend if they want to come
- say where you want to meet
- say what time you want to meet.

Write in full sentences. Use full stops and CAPITAL letters if you need to.
Check your spelling.

[9 marks]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[Total: 20 marks]

This is the end of the internal assessment.

To be completed by the assessor	Mark
Section 1	/ 10
Section 2	/ 4
Section 3	/ 16
TOTAL MARK	/ 30