

**Functional Skills  
English Writing Assessment  
Level 1 SAMPLE**

**Learner name**

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**Run ID**

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**Learner signature**

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**Centre**

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**Assessment date**

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NOCN Use Only			
Question	Marks Available	1 <sup>st</sup> Marker	2 <sup>nd</sup> Marker
1	15		
2	15		
<b>Total</b>	<b>30</b>		

**Instructions to learners**

Check that you have the correct paper. Please complete the information above.

Use black or blue ink. **Do not use a pencil.**

You may use a dictionary.

There are 2 tasks in this assessment. You must complete BOTH tasks.

Total marks available: 30

You have **1 hour and 15 minutes** to complete this assessment

## Task 1

You have decided to go to college to study a course. You have seen a course you would like to do. You decide to apply to the course organiser.

Write a letter to Susan McCann, the course organiser, her address is: Budlington College, 24 Town Hall Road, Budlington, BC2 8HN

- Explain why you are writing
- Explain why you would like to study on her course
- Tell her about your skills and experiences
- Why you would be ideal for the course
- Ask her what you need to do next.

Spend about 30 minutes on this question, write between 200 -250 words.

**(15 marks)**



**You can use this space to plan your work. This will not be marked.**

A large, empty rectangular box with a thin black border, intended for students to use as a workspace for planning their work. The box is currently blank.





## **Task 2**

You have enrolled on a college course. You think one of your friends would also like to study this course.

Write an email to your friend explaining why you think they should do it.

Information you could include:

- Explain why you are writing
- Explain to your friend about the course
- Explain to your friend why you enrolled on the course
- Explain to your friend why you think it would be good for them to attend this course
- Ask your friend if they would like to enrol on it.

Spend about 30 minutes on this question; write between 200 - 250 words.

**(15 marks)**

**You can use this space to plan your work. This will not be marked.**







**END OF ASSESSMENT**

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