

Worked Example for Functional Skills English Writing Level 1

Sample Assessment 1 – The Marathon

Strong Pass

Note:

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



Question 1

You train at a local gym when it opens at 6am because you plan to run a local marathon to raise money for charity.

Three times in the last week the gym has not opened at 6am and you had to leave without using the gym.

Your task: is to write a letter to the gym manager about the recent problem.

The person to write to is Richard Smith at Fun Fitness, Minerva Way, Elmswell, EL5 2SR.

Expand on these points:

- how it has affected your time, money and fitness
- poor customer service
- reputation of the gym
- suggesting ways the manager could prevent the problem in the future.

(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 writing.



Question 1 – Write your letter here

26 Lavender Road
 Everton
 DG44 0PP

Richard Smith
 Fun Fitness

P

Minerva way
 Elmswell
 EL5 25R

Wednesday 18th March 2015

Dear Mr Smith

I am writing to you about the problems with your gym and as a customer i would like to
 give my opinion on what is wrong with the gym and how it can be made better.

P

Firstly, due to the irregular opening times i have lost both time and money and despite
 L and Cl being a gym, my fitness has been affected negatively. You advertise your gym as to being
 L
 open at 6 am although despite this I have had to leave the fitness centre without using the
 gym 3 times in the past week. I have not been able to improve my fitness setting me back
 P
 for the marathon i plan to run, to raise money for charity. So if i cannot complete the race
 you are to blame.

P

Sp

L

Clarity

open at 6 am although despite this I have had to leave the fitness centre without using the
 gym 3 times in the past week. I have not been able to improve my fitness setting me back

P

P (4th lower case i)

for the marathon i plan to run, to raise money for charity. So if i cannot complete the race
 you are to blame.

Sp

Sp

Gr

I am appalled by the standard of customer service. After enquireing why the gym is not open
 Sp (lower case i not penalised as four instances already reached)
 on more than one occasion, i have been given various excuses none of which really explain

the situation. If this is happening to your other customers as well as me, I hate to think of

Sp

the reputation the gym has been getting as people, including me will eventually stop coming
 to your fitness centre and you wouldn't want that would you.

P

Gr

P

Gr (would)

I suggest regular opening time for the gym, this means people know what is happening at
 what time, so people don't waste their time or their money. Also, staff need to be more





helpful which will bring more people to the gym.

If these problems carry on happening then you will frustrate customers like myself which
 will have very bad affects for the fitness centre. I hope these problems can be responded to.


Yours Sincerley

Jack Grey

	Max marks	Marks awarded	Comments
Clear and Coherent	3	2	Sufficiently coherent, but two instances of a lack of clarity.
Detail	3	3	All bullet points from the brief have been covered. 300+ words.
Logical order	2	2	No issues.
Language	3	2	Four instances of either clumsy or incorrect expression and/or superfluous words.
Format	1	1	In a letter format.
Structure	2	2	All component parts of a letter have been correctly used.
Spelling	3	2	Seven errors in a document that is 300+ words (see tables).
Punctuation	4	2	Eight punctuation errors in total (see tables). Use of commas is not a level 1 requirement, therefore any errors have not been penalised.
Grammar	4	3	Three grammar errors (see tables).
TOTALS	25	19	



Question 2

 Reply	From	richard.smith@funfitness.org
	To	member100182@bthotmail.com
	Subject	Complaint

Dear Member

Thank you for your letter. We are sorry that we have not managed to open the gym at the published time, preventing you from training for the marathon. We pride ourselves in offering a fantastic facility that allows those who wish to train at 6am to do so. We will ensure our facilities are fully accessible in the future.

As a way of apology, for every pound you raise running the marathon, the gym will donate 50 pence for your chosen charity.

Yours sincerely
Richard Smith

Your task: is to write an email to your work colleagues using the above response and the points below.

The email address to write to is: allcolleagues@workplace.com.

- details of the marathon
- details of the gym's offer
- the charity and why it is important to you
- encouraging people to sponsor you.

(25 marks)

Suggested word count 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 writing.

Question 2 – Write your email here

-
□
✕

To:

Subject:

St Gr (omitted pronoun) L – clumsy

Hello everyone, Am just emailing you to tell you about my marathon coming up,

and why P i need your help.

L

First of all my marathon is taking place around the town and will consist of 9 laps

Sp

which will take allday as it starts at 9am and will take many long hours to

Sp

complete which is why support will be very inportant to keep me going.

P P

Also i need your support to help me raise money for a charity i am running for

P

which I'll talk about later ^ however a group that is supporting me is my local

P

gym who have promised to give me 50p for every pound i am sponsored.

P P Gr Sp

The charity i am raising money for is cancer research as there ledding the fight

Sp

against cancer and i hope youle help me raise as much as possible for the cause.

Sp (repeated sp error not penalised)

Thankyou for reading this and i hope youle support me on my run and help my

brilliant charity.

St – no return

Thanks again Jack

170 words – acceptable length



	Max marks	Marks awarded	Comments
Clear and Coherent	3	3	Sufficiently coherent and no instances of a lack of clarity.
Detail	3	2	Details of marathon are minimal, and no explanation of why charity is important to them.
Logical order	2	2	No issues.
Language	3	3	Only two errors of slightly clumsy expression.
Format	1	1	In an email format.
Structure	2	1	No return after initial salutation or valediction.
Spelling	3	2	Five errors in a document that is of suitable length (see tables).
Punctuation	4	2	Seven punctuation errors in total (see tables). Use of commas is not a level 1 requirement, therefore any errors have not been penalised.
Grammar	4	3	Two grammar errors (see tables).
TOTALS	25	19	

Overall total	Max marks: 50	Candidate marks: 38	Strong pass
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End of Assessment





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