

Task 1

Christmas Concert

Dec 23 – Village Hall



**Do you have a hidden talent?
Are you a carol singer?
Are you a comedian?
Do you play a musical instrument?**

Apply now to get a place!

Plan and draft your writing before you write your final copy.

Write proper sentences using conjunctions.

E.g. **and, as, but, because, or, although, if.**

In your final copy you must use capital letters and full stops correctly.

Check your spelling, punctuation and grammar.

Write the conjunctions you have used in this box.

E3 Functional English writing assessment

Name _____ Date _____

Task 2

You are appearing in the Christmas concert.

You send **an email** to two friends.

Ask them to come and watch you at the concert. Write at least **two paragraphs**.



Writing ideas:

- Where the concert is and how to get there
- What you are doing in the concert
- How to get tickets
- Why you want your friends to come
- What you will all do after the concert

Write proper sentences using conjunctions.

E.g. **and, as, but, because, or, although, if.**

You must use capital letters and full stops correctly.

Check your spelling, punctuation and grammar.

Write the conjunctions you have used in this box.

E3 Functional English writing assessment



Feedback sheet for _____ Date _____

Refer to the Functional English writing criteria at the bottom of this page.

Remember that each FS Level subsumes all the criteria in lower levels.

For each writing skill below award:

- Full marks if perfect or one minor exception
- One mark for some correct usage (or adjust as you see fit)

	Task 1	Task 2
Planning and/or drafting (Task 1 only)	_ /2	n/a
Logical structure, relevant content, paragraphs, detail	_ /3	_ /2
Capital letters and punctuation	_ /2	_ /2
Sentence structure and use a range of conjunctions	_ /2	_ /2
Grammar (tense and subject-verb agreement)	_ /2	_ /2
Proof of checking work (1 mark in Task 1 only), spelling.	_ /1 _ /2	_ /2
Pass mark is 18/24	Totals	
	_ /14	_ /10

Tutor Comments

Image sources:

http://www.alivenetwork.com/images/bands/ChristmasBand_300.jpg
<http://www.dance-blast.org/wp-content/uploads/2011/11/DancingChristmasTrees.jpg>
http://web.mac.com/mktaylor/iWeb/BandCast/Christmas%20Concert%202006/6E88DFA3-4340-4822-B4C0-2F2F5CC9D9C8_files/ChristmasConcertCover06.jpg
http://www.heebee-jeebees.com/presskit/christmas_crackers_band2.jpg

E2.2 Construct compound sentences using common conjunctions.

E2.3 Punctuate correctly, using upper and lower case, full stops and question marks.

E3.1 Plan, draft and organise writing.

E3.2 Sequence writing logically and clearly.

E3.3 Use basic grammar including appropriate verb-tense and subject-verb agreement.

E3.4 Check work for accuracy, including spelling

<http://www.ofqual.gov.uk/qualification-and-assessment-framework/89-articles/238-functional-skills-criteria>