

Functional Skills Writing | Initial Assessment Tasks

Functional Skills English Writing is, for most, the more difficult of the three elements. For some it is even a limiting factor when considering the level to enter them for. For this reason, Pearson has created five free writing tasks to use early in a Functional Skills course to help provide the tutor with more understanding of the needs of their learners. These tasks are set up and laid out to be as similar as possible to a possible writing task in their assessment, so it helps create familiarity with the format too.

The topic for these tasks focuses on school and college to allow the learners to be writing about something relatively familiar at this stage. Each task is on a word document so you can contextualise it further if you wish.

Entry 1

The Entry 1 task asks the learners to write a note to one of their friends. This task does not cover the full content of Entry Level 1 writing. You may wish to add some follow-up activities around punctuation and spelling depending on what the learners write. The list of spelling words learners will be assessed on is available here:

- [Word lists for Entry Level 1](#)
- [English - Entry 1 - Writing Question](#)

Entry 2

The Entry 2 task asks the learners to write an email to one of their friends. This task does not cover the full content of Entry Level 2 writing. You may wish to add some follow-up activities around punctuation and spelling depending on what the learners write. The list of spelling words learners will be assessed on is available here:

- [Word lists for Entry Level 2](#)
- [English – Entry 2 - Writing Question](#)

Entry 3

The Entry 3 task asks the learners to write an email to one of their friends. This task does not cover the full content of Entry Level 3 writing. You may wish to add some follow-up activities around punctuation and spelling depending on what the learners write. The list of spelling words learners will be assessed on is available [here](#).

- [Word lists for Entry Level 3](#)
- [English – Entry 3 - Writing Question](#)

Level 1

The Level 1 task asks the learners to write an article about their school / college. It is a shorter piece of writing and is slightly more scaffolded than a live assessment would be.

- [English - Level 1 - Writing Question](#)

Level 2

The Level 2 task asks the learners to write an article about their school / college. It is a shorter piece of writing and is slightly more scaffolded than a live assessment would be.

- [English – Level 2 - Writing Question](#)

Marking the Tasks

Pearson has documents on our website to support the marking of Functional Skills Writing:

- [Entry Level Marking Guidance](#)
- [Level 1 Sample Marked Learner Work](#)
- [Level 2 Sample Marked Learner Work](#)

For Level 1 and 2 the marking guide is towards the back of these documents.

Uncertain of Learner Level

If you are uncertain of your learner's level, you could use the Level 1 task above for learners from Entry 3 to Level 2. We would suggest removing the word count and encouraging the learners to write to their level. This piece of work could then be used to ascertain the approximately level of the learner.