Name:_____ Date:_____

# Functional Skills English: Practice Assessment

📢 **Instructions:** Answer all the questions in Sections 1, 2 and 3. Write your answers clearly in the spaces provided. Check your capital letters, full stops and spelling before you finish. **Suggested time:** 45 to 60 minutes.

## Section 1: Reading Comprehension

Read the notice from a local community centre, then answer questions **1** to **5**.

### Greenwood Community Centre: Spring Workshops

Welcome to our free spring learning programme. All classes run in Room 4 on the first floor. A lift is available near the front reception desk.

- **Basic Computers:** Monday mornings from 10:00 am to 12:00 pm. Learn how to send emails, use the internet safely and write a simple letter.
- **Cooking on a Budget:** Wednesday afternoons from 1:30 pm to 3:30 pm. Cook healthy, low-cost meals for you and your family.
- **Job Club:** Friday mornings from 9:30 am to 11:30 am. Get help with writing a CV, filling in job application forms and interview practice.

**How to book:** You must book your place before Friday 14 March. Call Maria on 020 7946 0128 or visit the centre office between 9:00 am and 4:00 pm. Please bring one proof of address (such as a utility bill).

**1.** What is the main purpose of this notice? Tick **one** box.

[ ] To advertise flats for rent

[ ] To give information about free classes

[ ] To sell second-hand computers

**2.** On which day and time does the **Job Club** meet?

**3.** Where do all the classes take place inside the centre?

**4.** What must a learner bring when they come to book a place?

**5.** Put these four words from the notice in **alphabetical order**:

| | | | |
|---|---|---|---|
| **Cooking** | **Basic** | **Friday** | **Address** |

| 1st | 2nd | 3rd | 4th |
|---|---|---|---|
| | | | |

## Section 2: Spelling and Punctuation

**6.** Each sentence below has **one** spelling mistake. Find the mistake and write the correct spelling on the line.

| Sentence | Correct Spelling |
|---|---|
| Please write your home **adress** on the form. | |
| The class starts on **Tusday** morning at ten. | |
| He came to class **becos** he wants a better job. | |
| She asked her **frend** to help with the homework. | |

**7.** Rewrite the sentence below. Add **two** missing capital letters and **one** missing full stop.

the computer course takes place every monday in room 4

## Section 3: Form-Filling and Writing

**8.** Imagine you want to join the **Basic Computers** workshop. Complete the enrolment form below using your own details (or invented details). Use capital letters for names and postcodes.

| | |
|---|---|
| **Title** (Mr / Mrs / Miss / Ms) | |
| **First Name** | |
| **Surname** | |
| **Full Address** | |
| **Postcode** | |
| **Mobile Number** | |
| **Course Selected** | |

**9.** Write **two** full sentences explaining why you want to join this course and how it will help you. Remember to use capital letters and full stops.

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# Answers

**Section 1: Reading Comprehension**

**1.** To give information about free classes

**2.** Friday mornings from 9:30 am to 11:30 am (accept 'Friday mornings' or '9:30 am - 11:30 am')

**3.** In Room 4 on the first floor

**4.** One proof of address (such as a utility bill)

**5.** 1st: Address, 2nd: Basic, 3rd: Cooking, 4th: Friday

**Section 2: Spelling and Punctuation**

**6.** Correct spellings:

- address
- Tuesday
- because
- friend

**7.** The computer course takes place every Monday in Room 4. (Must award marks for capital 'T' on 'The', capital 'M' on 'Monday', and the final full stop).

**Section 3: Form-Filling and Writing**

**8.** Form completion criteria:

- Appropriate title selected (e.g. Mr, Mrs, Ms).
- First name and surname start with capital letters.
- Address includes street name and town.
- Valid UK postcode format in capital letters (e.g. SW1A 1AA, B1 2CD).
- Realistic telephone or mobile number provided (digits only).
- Course name clearly stated: 'Basic Computers' (or 'Computers').

**9.** Writing task marking criteria:

- Candidate writes at least two complete sentences.
- Sentences relate clearly to learning computer skills or getting a job.
- Capital letters used at the start of both sentences and for 'I'.
- Full stops used accurately at the end of both sentences.