

SKILLSFIRST LEVEL 2 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH: WRITING

QUESTION AND ANSWER PAPER SAMPLE ASSESSMENT MATERIAL

There are **two** tasks in this assessment.

30 marks are available for each task.

Total marks available: **60**

Time limit: **1 HOUR**

You will be assessed in each task on your spelling, punctuation, grammar and writing composition.

You need:

- this question and answer paper.
- a pen with black or blue ink.

You must **NOT** use a dictionary.

Do not open this paper until you are told to do so by the invigilator.

Instructions

1. Please sign and date below to confirm that your details are correct and that you have understood the instructions.
 2. Read each task carefully.
 3. Plan your work carefully and be aware of the time available.
 4. Complete each task in the space provided on this question paper.
 5. If you have time, check your work at the end.
 6. If you use extra paper, make sure it has your name and learner number on it and that it is securely attached to this answer booklet.
 7. At the end of the test, hand this question paper and all notes to the invigilator.
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Learner full name:

Skillsfirst Learner number: Centre number:

Learner signature: Date:

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Task 1 (30 marks)

You have recently bought a new television but there are several problems with it.

You have decided to write a letter to the company you bought the television from as emails you have sent have bounced back and you can't find a telephone number for them. You need to explain what the problems are, what you have done so far, ask what advice they would give and suggest what you would like them to do about it. The address you have is Price Electronics, 221 High Street, Nantavon, NT2 2JJ.

Write the letter.

You will be assessed on your ability to

- communicate information, ideas and opinions clearly, coherently and effectively
- write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience
- organise writing for different purposes using appropriate format and structure
- convey clear meaning and establish cohesion using organisational markers effectively
- use different language and register suited to audience and purpose
- construct complex sentences consistently and accurately, using paragraphs where appropriate
- punctuate writing correctly using a wide range of punctuation markers
- use correct grammar and modality devices
- spell words used in work, study and daily life, including a range of specialist words.

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**For
Marker
use
only**

Task 2 (30 marks)

You are arranging a work outing to raise money for charity.

You have decided to write a leaflet for colleagues persuading them to come along. You will need to include information about the outing eg costs and dates, how they can take part, and how the outing will raise money for charity.

Write the leaflet. The leaflet should be between 250 and 350 words.

You will be assessed on your ability to

- communicate information, ideas and opinions clearly, coherently and effectively
- write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience
- organise writing for different purposes using appropriate format and structure
- convey clear meaning and establish cohesion using organisational markers effectively
- use different language and register suited to audience and purpose
- construct complex sentences consistently and accurately, using paragraphs where appropriate
- punctuate writing correctly using a wide range of punctuation markers
- use correct grammar and modality devices
- spell words used in work, study and daily life, including a range of specialist words.

[End of test]

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