

## Edexcel Functional Skills English Level 1 Writing Practice Paper 1

## Sample Answer

**Task 1 (21 marks)**

## Task 1

## Information

The screenshot shows an email client window with the following details:

- To:** everyone@organisation.web
- From:** sam@organisation.web
- Subject:** Charity Day

The email body contains the following text:

Hi everyone

Next month we are having our annual Charity Day.

We are thinking of raising money by washing cars, wearing silly clothes and having a cake sale. What do you think of these ideas?

What are your ideas for raising money?

Please also let us know what you can do to help.

Can't wait to hear from you!

Sam

The window also shows a status bar at the bottom with fields for Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and English (U.K).

**Writing Task**

Write an email to Sam about your ideas for the Charity Day.

In your email, you should:

- give your opinions on Sam's plans for raising money
- suggest other ways of raising money
- say what you can do to help with the Charity Day.

**You should aim to write about 200 to 250 words.**

(21 marks)

Hi Sam,

That's great news! I really enjoyed the last event.

I think that cake sales are always very popular and we raised lots of money doing this last year. I also like the idea of wearing silly clothes, as it will get more people involved and draw more attention to it. However, due to the lack of cars in the area, I don't think we would raise as much by doing the car wash.

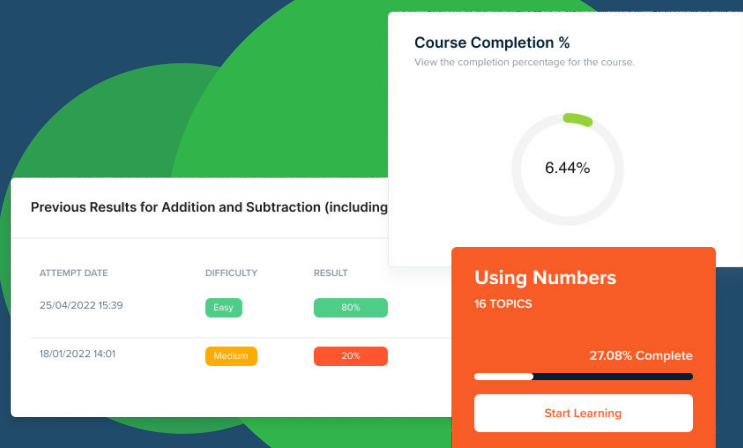
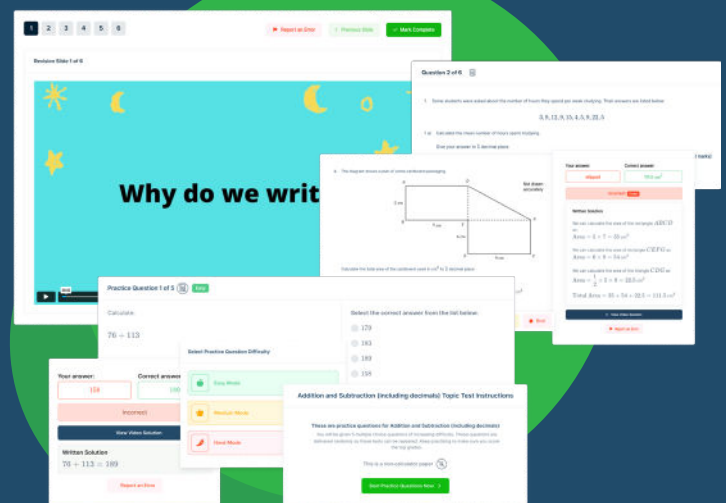


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- ✓ Suggested courses for you to enrol on based on your calculated level
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- ✓ Determine when you are ready to sit your exam



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I had the idea that everyone in the office could bring a small prize in, and have a raffle event in our grounds. We could sell tickets for £5 per person, and have them pay 50p for each raffle number. It could be advertised by posting on our facebook group and putting up some posters in the area.

Another suggestion could be to do a pet photoshoot around the area. I know a few people already who would love to have professional photos taken of their animals! The price would vary depending on how many pictures they would like.

I can host the raffle, and print out all the numbers at home. We can also use my technology for the pet photoshoot. However, if we decide to go with your suggestions, I would be more than happy to bake some cakes and help out there.

I look forward to hearing what you think about my ideas!

Lisa

**\*Highlighted text** is for important information from the mark scheme

**Examiner comments:**

- Responds clearly to the three requirements (gives an opinion, suggests other ways of making money and says how they will help)
- Uses a variety of simple and complex sentences with accurate grammar
- Uses the correct tone and doesn't use formal language

**Task 2 (15 marks)****Task 2****Information**

You have new neighbours and they are causing the following problems:

- constant noise
- rubbish everywhere
- parties at night.

Last week you tried to talk to them about the problems, but they would not listen.

You decide to complain to the council.

**Writing Task**

Write a complaint about your neighbours on the council web form.

In your complaint, you should:

- describe the problems with your new neighbours
- explain the effects of these problems on your life.

**You should aim to write about 150 to 200 words.**

(15 marks)

Dear Sir/Madam,

I am writing to complain about problems that my neighbours are causing. About a month ago, a couple moved into the house next door. They seemed friendly at first, but recently their behaviour has become worse. On behalf of the neighbourhood, I went to address the issues to them politely last week, but the door was slammed in my face.

The first problem is that during the day, they watch their TV at maximum volume. To highlight the sheer amount of noise, I work from home and even colleagues cannot hear me during online meetings. Secondly, they have regular parties in the garden, mainly at night. Not only does this frighten my children, but teachers have even said that they come to school tired and unmotivated.

The last problem is the rubbish. Instead of using the bins provided by the council, they dump their rubbish on the street in thin bin bags. As a result of this, we now have rats and other animals that rip them open and scatter the contents across the street.

I sincerely hope that you can help us solve the above issues.

Best regards,  
Mark Walter

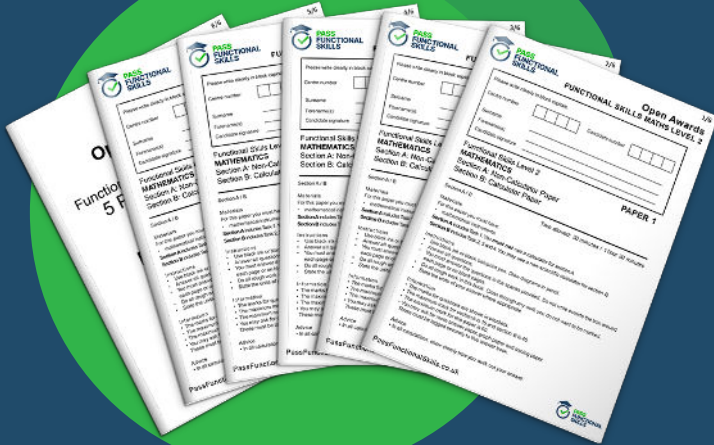
**\*Highlighted text** is for important information from the mark scheme

**Examiner comments:**

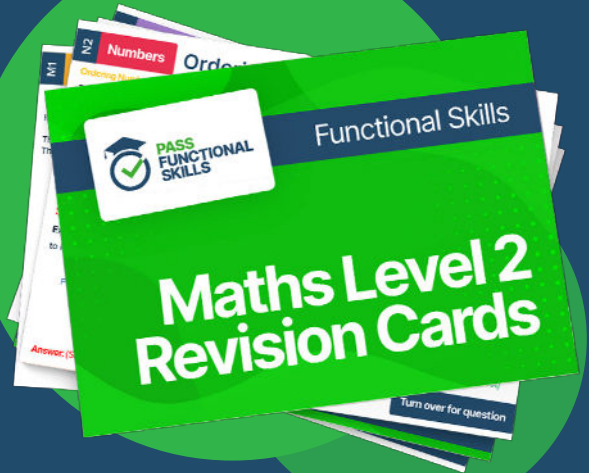
- Clearly describes each problem and then explains the effect
- The writer uses formal language but also emotive language to persuade
- Uses a wide range of appropriate vocabulary



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