

**Edexcel Functional Skills English Level 1 Writing Practice Paper 2****Sample Answer****Task 1 (21 marks)****Task 1****Information****Canteen feedback needed**

I am concerned that not enough people are using the canteen so I want to make some changes.

Please write me a report telling me what you think about the food as well as the service and environment.

I also want your ideas for any improvements we could make.

Your report should include sections on:

- \* the food
- \* the service and the appearance (tables, decoration, etc.)
- \* suggested improvements.

Lottie Smith

The Canteen Manager.

**Writing Task**

Write a report for Lottie Smith about the canteen.

In your report, you should:

- say what you like and dislike about the food
- comment on the service and appearance
- suggest improvements which could be made.

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

(21 marks)

**Canteen Report****The Food**

The canteen only rotates between four different dishes a week, which I think shows a **huge lack of variety**. The food on **Wednesday's** is also **bland**: unseasoned chicken (or tofu) and plain chips. It has also come to my attention that whilst only one of the options every day is vegetarian, vegan and gluten-free options aren't available on the menu. However, **the more cultural meals are excellent ways to include more diversity**. Despite only occurring once a month, the dishes are extremely tempting and flavourful.

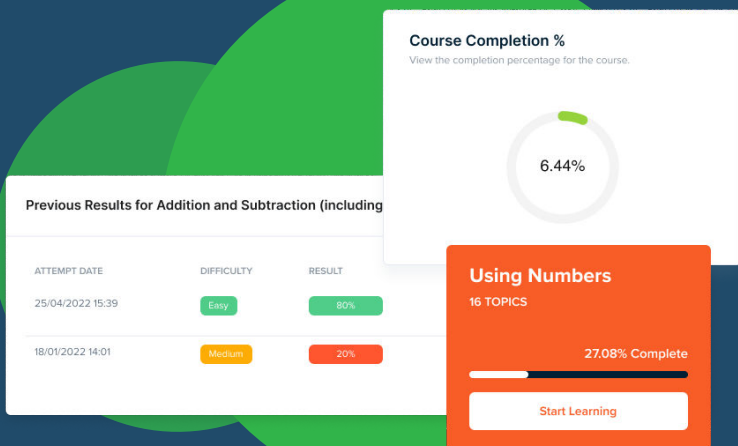
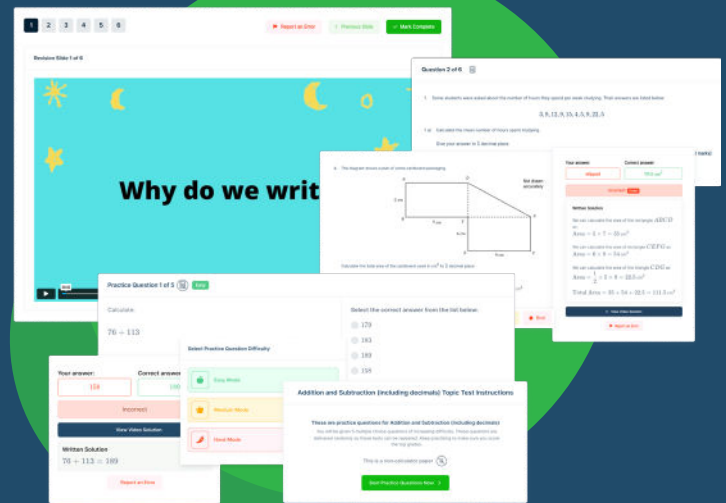


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### The Service and Appearance

The staff in the canteen are always quick on their feet, and make friendly conversation with you whilst waiting for your food. They always look clean and professional as well. However, the tables and chairs clearly don't get cleaned regularly, and the decor is out-dated, so people avoid sitting in.

### Suggested Improvements

Hiring a full-time cleaner will ensure that the tables and chairs are cleaned regularly after each person, to increase levels of hygiene. This will become more important as the canteen becomes more popular. I would also suggest offering different options each week and focus on making them healthier and more interesting - perhaps hosting themed days. Additionally, introduce more vegan and gluten-free options on the menu, to attract a wider audience.

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

### **Examiner comments:**

- Report uses facts and opinions, then offers suggestions on how this could be improved.
- The style is formal throughout and uses subheadings to clearly introduce each section.
- Correct and consistent use of different tenses.

**Task 2****Task 2****Information**

Everyone has favourite performers.  
 They might be singers or members of a band.  
 Or they might be in TV programmes or films.  
 They might even be magicians, dancers or comedians.  
 Please tell us about two or more of your favourite performers and why you think they are special.

**Writing Task**

Write an article about your favourite performers.

In your article, you should:

- say who your favourite performers are
- explain why you think they are special.

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

(15 marks)

**What Makes a Good Performer?**

By Hunter Agoli  
 12th April 2012

A good performer is someone who is able to surprise their audience. That is why I stopped listening to the same old thing on the radio, as no one stood out to me. My favourite performers on the other hand, are magicians, as I can watch their shows every day without getting bored. Even when I learn the secrets behind their tricks, I still get excited during their performances.

More specifically, my two favourite magicians are Harry Houdini and David Blaine. I love these performers because Houdini is funny and relatable, and with Blaine, it is impossible to know.

One of Houdini's best tricks was making a baby elephant disappear. He was special because of the way he involved the audience. Nothing was scripted or staged, and that's what made it magic. Blaine trains his body to do things that only he can do. My favourite trick of his was when he held his breath underwater for seventeen minutes; something you wouldn't be able to see anywhere else.

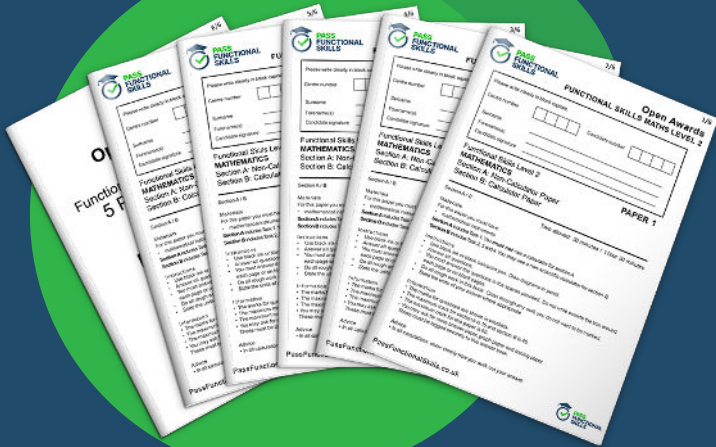
\*Highlighted text is for important information from the mark scheme

**Examiner comments:**

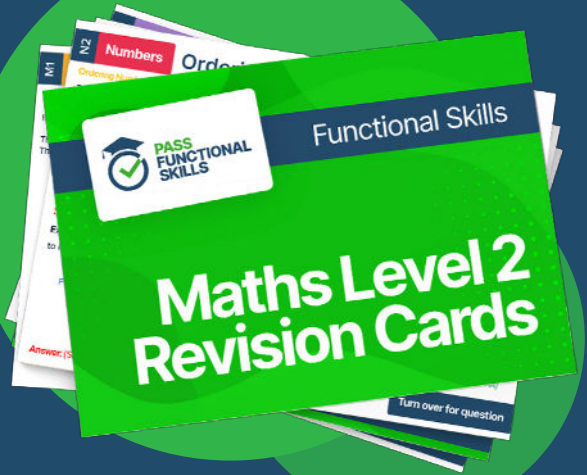
- The text discusses not only who they like but why they are their favourites
- Tone and grammar are correct here because the subject and text type doesn't require a formal style
- Correct use of punctuation like question marks, possessive apostrophes and full stops.



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