



FUNCTIONAL SKILLS ENGLISH

AQA | Edexcel | City & Guilds | Open Awards | NCFE | Highfield

Level 2

Reading: Styles of Writing and Voice

Instructions

- Answer **all** questions.
- Answer questions on separate paper if required.

Information and Advice

- The marks for each question are shown in brackets – use this as a guide on how long to spend on each question.
- Read each question carefully before you answer it.
- Check your answers.

Source A:

New Message



To cityofyorkcouncil-refugecollection@gov.uk

Subject BINS!

Dear Sir/Madam,

I am writing to you to bring your attention to the situation regarding the bins in my area. On my street, Barnaby Close in York, the bins have not been emptied for the past 4 weeks. I find this completely unacceptable. My recycling bins, along with my general waste bins, are full to the brim and, as someone of the slightly older generation, I am struggling to travel to the local waste recycling centre to empty them myself. My son has managed to come and empty them once but in the last couple of weeks, as you can imagine, they are becoming rather full again.

Therefore, I would like to request that the situation is resolved. It is my opinion that the council are able to rectify this issue, and I refuse to wait any longer for this to happen. I have gathered signatures from the majority of the residents of Barnaby Close on a petition, which I have attached to this email. My neighbours, Jim and Beverly, are both very elderly and thus are finding this situation very distressing. As am I!

I look forward to hearing from you promptly.

Yours Faithfully,
Gail Winter



Turn over ►

Source B:



The Herald

Vol. 145, issue 9.

20th February 2023

Cragwood School Non-Uniform Policy Outrage

By Samantha Hopgrove

This week, a local school has hit the headlines with its new school uniform policy. Or, rather, its lack of one.

Cragwood School in Essex has found itself sparking outrage after the newly-instated Headmistress did away with the long-standing school uniform rules.

Clare Smith, the 49-year-old Headmistress from Berkshire, said that she thinks uniform in schools is outdated and dystopian. "The thought of children parading round in matching skirts and trousers like little peas in a pod, is frankly abhorrent to me", she stated in an interview with The Herald.

Unfortunately, however, many parents with children at the school do not share her views. One parent, Susie Peep, shared with us that she thought it was "ridiculous" and that school would now become a "fashion show", with pupils becoming obsessed with what they are wearing rather than focusing on their work.

So far, despite the disquiet, Smith and Cragwood School have made it clear they have no intention of going back on their new policy.



Photograph by Nikkie Grahame

The headstrong Headmistress has the backing of many of her teachers, who have also claimed that uniform is outdated and stunts students' creativity. Sara Smith, who teaches

Maths at Cragwood, told us that she thinks the UK is falling behind other countries with its upholding of uniform policies. "Countries such as the USA have long been without uniforms. Studies show that this leads to increased happiness in students and increased work ethic," the 32 year old teacher explained. "Why wouldn't we at least give this a go in our school?"

What do you think about it? Is the response one big overreaction, or is the overturning of such a long-standing policy really something to get royally riled up over? Have your say by getting in touch! Email us at stories@theherald.co.uk, and let us know what you think.

Turn over ►

- Q1** Source **A** is written in which **tone**? [1 mark]
- Q2** Source **B** is written in which **style** and **tone**? [2 marks]
- Q3** In Source **A**, the sign-off 'Yours Faithfully' is used because...
Select all that apply. [2 marks]
- a) The recipient is not known to the writer
 - b) The writer is trying to convey a formal style
 - c) The writer is trying to convey an informal style
 - d) The writer does not care about the outcome of the email
- Q4** Give **2 examples** from Source **A** that indicate the text's **style of writing**. [2 marks]
- Q5** Give an example of a sentence or phrase that uses **active voice** in Source **B**. [1 mark]
- Q6** 'Source **B** contains a lot of the writer's opinions and is written from their point of view.'
True or false? [1 mark]
- Q7** 'Source **B** gives different opinions towards the school uniform changes.'
True or false? [1 mark]
- Q8** An example using the **active voice** in Source **A** is 'I have gathered signatures from the majority of the residents'.
Change this to the **passive voice**. [1 mark]