



# FUNCTIONAL SKILLS ENGLISH

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

Level 2

## Writing: Fantastic Finalising

### 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.

**Q1** Paragraphs should be used whenever you move from **one** point to **another**.

True or false?

[1 mark]

**Q2** Which of the following methods would **not** be appropriate way to structure a **plan** for your answer?

- a) Extended paragraphs
- b) Bullet points
- c) Mind maps

[1 mark]

**Q3** How does structuring your text into **paragraphs** help the reader to **follow** the text?

[1 mark]

**Q4** Why is it important to **write neatly** in the exam?

- a) So the examiner can read your work
- b) So the examiner thinks you have nice handwriting
- c) So you gain more marks for good presentation

[1 mark]

**Q5** You should always **proofread** your work at the **end** of the exam.

True or false?

[1 mark]

**Q6** A **capital letter** should always be used at the start of the sentence.

What are **other two instances** in which capital letters should be used?

[2 marks]

**Q7** In your answers, you should use the **P.E.E.L paragraph structure** where possible.

What does this **acronym** stand for?

- a) Paragraph, Explain, Extraction, Lose
- b) Point, Evidence, Explanation, Link
- c) Point, Equalise, Evidence, Link

[1 mark]

**Q8** When you have **finished** your answer, name one method you can use to **ensure** that you have spotted any mistakes?

[1 mark]