



FUNCTIONAL SKILLS ENGLISH

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

Level 2

Writing: The Exam

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

Scenario

You have recently bought a new games console but it is faulty.

You have decided to write a letter to the company you bought it from.

You need to explain what the problems are and what you have done so far. You should also ask what advice they would give and suggest what you would like them to do about it.

The address you have is Wainwright Electronics, 34 Grosvenor Road, Harrogate, HG1 1AF.

Write the letter.

[30 marks]

Q2

Scenario

You are organising a charity bake sale at the local community centre.

You are going to write a leaflet to the public persuading them to come along.

You will need to include information about the bake sale including: costs and dates, how they can contribute to the bake sale, and how the sale will raise money for charity.

Write the leaflet.

[30 marks]

Q3

Scenario

You have recently been to a new restaurant in your home town of York.

You decide to write a review of your visit to the restaurant. You will need to include: what you liked or disliked about the restaurant, what the restaurant could do to improve your experience, and whether you would recommend the restaurant.

The restaurant is called Happy Hippos. Write the review.

[30 marks]

Q4 Scenario

A fitness and health magazine has asked for contributions to their healthy eating section.

You have decided to write an article describing a healthy diet and why it is beneficial.

You will need to include: information about what a healthy diet involves, how a healthy diet has been beneficial to you, and any tips on how readers can improve their diet to be more healthy.

Write the article.

[30 marks]

Q5 Scenario

You work in an office, and your boss has asked for feedback on how people use their mobile phones in the hope of using them more at work.

You have been asked to write a report on how you use your mobile phone.

You will need to include details on what you use your phone for, how important it is to you, and what you think is the most useful way to use your phone.

Write the report.

[30 marks]

Q6 Scenario

You have recently attended a new tennis club in your area.

The club have contacted you by letter to ask for feedback. You have decided to write the letter and review your experience.

You need to include what happens at the club, what you liked and disliked about it, and how your experience could have been improved.

The tennis club's owner is Kenneth Bryant, and its address is: Highfield Tennis Club, Newland Road, Kensington and Chelsea, London, SW2 5NJ. The name of the club's organiser is Kenneth Bryant.

Write the letter.

[30 marks]