



FUNCTIONAL SKILLS ENGLISH

AQA | Edexcel | City & Guilds | Open Awards | NCFE | Highfield
Level 1

Writing: Why do writers write?

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

1st August, 2022

MELCHESTER WEEKLY



Melchester's Brilliant Bake Sale - a record breaking success

By Amy Platt

The bake sale took place on Saturday 24th July, from 10am - 4pm and was situated in Holylands Church car park. It was attended by over 150 people. The event was organised by local businessperson, Ronald Davies, owner of Davies Bakery.

There was a vast selection of cakes available to purchase, including chocolate cheesecakes, vanilla cupcakes and a gigantic carrot cake, complete with a cartoonish fondant rabbit. People did not have to pay a set price for any cake and could choose to make a donation of any amount.

The competition for the best cake drummed up lots of excitement as the day went on. Bakers stood trembling before the judges announced the winner. Samantha Linley was crowned champion in the 'best cake competition'. The judges decided that her volcano cake not only looked great, but also tasted delicious. Other commended cakes included a vast red velvet sponge and a selection of winged fairy cakes.



Photographed: Samantha Linley's winning cake

It would be impossible not to mention the contribution from Melchester College, as the children helped to run the stalls and managed the crowds very successfully. The assistance of Reverend Tony Charles was also welcomed, as he gave a great opening speech at the start of the day.

The event was a great success for the community, as it raised over £600 for Cancer Research. Mr Ronald Davies commented on the triumph, stating, 'I'm so proud of the Melchester community for all their help in organising this day and attending in support of such a wonderful charity.'

If you want to get involved in the next bake sale you should forward your name and product list to Mary Weathers on 0771314590, by Friday 12th August.

Turn over ►

Source B



JustCo Corp

To: henryjamesonCEO@gmail.com
Subject: Food Truck Friday Proposal
CC: tonyrossiCFO@hotmail.co.uk

Dear Henry,

I am emailing you regarding my proposal for a food truck to visit the office on a Friday afternoon. I think that a food truck would be very beneficial as it would give our workers a break from having to prepare their own lunches.

Getting food from the truck may encourage people to take a lunch break away from their desk. Separating the lunchtime and office space may be especially helpful on a Friday, if workers are feeling tired and burnt out, as it may improve work performance. Going to the food truck would provide a great social opportunity for colleagues to get to know one another and discuss their plans for the weekend. In this way, a food truck would improve team spirit and work performance. I would also like to send a poll around the office to determine what kinds of food they would like to eat.

I firmly believe in my idea and would like to hear your thoughts. If you are happy to move forward with the idea, could we discuss the maximum budget on Tuesday morning?

Yours Sincerely,
David Smith

Turn over ►

Q1

Select which statement has been written using **professional language**.

- a) I'm emailing you cos I want a food truck 2 visit the office.
- b) I am emailing you regarding my proposal for a food truck to visit the office on a Friday afternoon.
- c) The bake sale was mega! Red velvet cake is my fave!

[1 mark]

Q2

What is the **purpose** of Source **A**?

- a) To explain
- b) To instruct
- c) To persuade

[1 mark]

Q3

Name **two presentational features** used in Source **A** which indicate the purpose in Q2.

[2 marks]

Q4

In Source **A**, what is the **writer's aim**?

- a) To instruct readers on how to set up a bake sale
- b) To entertain readers by telling them a story
- c) To explain the success of the bake sale to readers

[1 mark]

Q5

In Source **A**, what **style** of writing has been used?

- a) Informal writing
- b) Formal writing
- c) Narrative writing

[1 mark]

Q6 What is **purpose** of Source **B**?

- a) To entertain
- b) To describe
- c) To persuade

[2 marks]

Q7 Select **one sentence** from Source **B** which reflect the purpose mentioned in Q6.

[1 mark]

Q8 What is the writer's **aim** in Source **B**?

- a) To brag about a food truck visiting the office
- b) To persuade management to allow a food truck to visit the office weekly
- c) To describe a past experience with eating at a food truck

[1 mark]

Q9 Source **B** is written using **informal language**.

- a) True
- b) False

[1 mark]