



# FUNCTIONAL SKILLS ENGLISH

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

## Writing: Assessing the Basics

### 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** Who is the **audience** of a text?

[1 mark]

**Q2** Why is it important to **know the audience** of a text **before** you start writing?

- a) So you know what style to write in
- b) So you can make friends with them
- c) So that you can thank them for reading your work

[1 mark]

**Q3** What **two** pieces of information does the **purpose** of a text tell you?

- a) Who has read your work and what they think about it
- b) What to write about and how to write it
- c) How the text has been reviewed and how detailed a text is

[1 mark]

**Q4** 'Write a **letter** to your **local MP** to make them aware of issues with littering in your community'

In your answer to the task above, name the **audience** and **purpose** of the text.

[2 marks]

**Q5** What is the purpose of a **book recommendation**?

- a) To review
- b) To instruct
- c) To mock

[1 mark]

**Q6** 'When emailing a **company** or a **person of authority**, you should use **informal language**.'

- a) True
- b) False

[1 mark]

**Q7**

What sort of **language** should you use to **convince** people of your point of view?

**[1 mark]**