



FUNCTIONAL SKILLS ENGLISH

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

Writing: Communicating

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 In your writing exam, why is it important to make sure your **communication is clear**?

- a) So that you can get the most possible marks
- b) So the examiner likes you
- c) So the examiner can see that you have planned your answer

[1 mark]

Q2 'I had a great time last night when we went to that new restaurant in town, I ate the burger and chips and for dessert I had the sticky toffee pudding, the staff were very helpful to me and my friend.'

This sentence is much too long. Rewrite this sentence and **split it up** into smaller sentences so that its communication is more **effective**.

[3 marks]

Q3 What is the **function** of paragraphs?

- a) To group together sentences which make a complete point
- b) To show the examiner that you have lots to say
- c) They should only be used in articles to show different sections
- d) To show the genre you are writing for

[1 mark]

Q4 When should you begin a **new paragraph**?

- a) When the text you're writing is getting too long
- b) When you start a new point
- c) When you think that you have reached half of the marks available

[1 mark]

Q5 '..... sentences are sentences that combine more than one idea.'

Fill in the blank by selecting the correct option below.

- a) Simple
- b) Compound
- c) Varied
- d) Extended

[1 mark]

Q6 Why is it important to **vary** the types of **sentences** you use in your writing?

[1 mark]

Q7 What are the **three parts** to a text?

- a) Beginning, middle and end
- b) Argument, humour and explanation
- c) Purpose, wit and charm

[1 mark]