



FUNCTIONAL SKILLS ENGLISH

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

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 What is the **main purpose** of a **paragraph**?

- a) To make your presentation messier
- b) To break the text into sections
- c) To group very different ideas together

[1 mark]

Q2 In your answers, you should aim to use the **P.E.E** method where possible.

What does this **acronym** stand for?

- a) Paragraph, Explain, Excuse
- b) Point, Educate, Explain
- c) Point, Evidence, Explain

[1 mark]

Q3 Which of the following **methods** is a suitable way to **plan your answer**, before writing?

- a) A checklist
- b) Rough notes
- c) A mind map
- d) Bullet points
- e) All of the above

[1 mark]

Q4 'You should **always** consider the **audience** and **purpose** when writing **any type of text**'.

True or False?

- a) True
- b) False

[1 mark]

Q5 'the boys want to play football'.

Rewrite the sentence correctly.

[1 mark]

Q6 Name **two** instances in which you can use a **capital letter** in the **middle** of a sentence.

[2 marks]

Q7 If the examiner **cannot** read your handwriting you may **lose marks** in the exam.

True or False?

- a) True
- b) False

[1 mark]

Q8 When you have finished your answer, what should you do to **check** for any **mistakes**?

- a) Highlight your whole answer
- b) Proofread what you have written
- c) Rewrite your answer carefully

[1 mark]