



FUNCTIONAL SKILLS ENGLISH

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

Level 1

Writing: Form, Presentational and Language Features

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** Give **two formatting features** commonly used in **letters**. **[2 marks]**
- Q2** Give an example of **one formatting feature** commonly used in **reports**. **[1 mark]**
- Q3** When writing an **article**, you may include **images** and **headings**.
True or false? **[1 mark]**
- Q4** What is the **function** of presentational features in a text?
a) To show the your SPaG is correct
b) To make the information clearer and easier to access
c) To enclose direct speech **[1 mark]**
- Q5** 'Choosing an unsuitable **form** for your text will mean it will not be very
- Fill in the blank by choosing the correct word below.
- a) Funny
b) Effective
c) Argumentative **[1 mark]**
- Q6** Other than a **letter**, give **two** other forms of text. **[1 mark]**

Q7 **Bullet points, paragraphs, subheadings** and **quotes** are all examples of what?

- a) Forms of text
- b) Styles of writing
- c) Presentational features

[1 mark]

Q8 **Numbered bullet points** can be useful for...

- a) Listing information that needs to be carried out in a specific order
- b) Place names
- c) Showing the examiner your SPaG is correct
- d) Enclosing direct speech

[1 mark]