



FUNCTIONAL SKILLS ENGLISH

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

Writing: The Exam

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

You would like to raise money for a charity that helps blind people. To support them, you are thinking of organising a 10km sponsored walk around a local park.

Your task: Write an **email** to a **friend explaining your idea** and asking them for their help to organise the walk.

Include the following details:

- Why you are writing
- What your idea is and how you think the event should be organised
- What the charity is and what they do
- What tasks you would require your friend's assistance with

The email address is laurasmith1995@yahoo.com

The charity is 'The Savi Foundation'

[27 marks]

Q2

You are a member of an online forum that discusses restaurants and new recipe ideas.

Your task: Write a contribution to the web forum, giving your opinion on whether Italian food or Indian food is better.

Include the following details:

- Say which option you prefer and why
- Describe your favourite dishes
- Explain why other people might not agree with you

[27 marks]

Q3

You have recently bought a new sofa from a shop in town, Comfy Furnishings. When the sofa arrives, you notice that it is the wrong colour and fabric, and that there is a large tear on one of the cushions. When you contact the shop, they refuse to help you by providing a refund or exchange.

Your task: Write a letter of complaint to the shop manager.

Include the following details:

- Why you are writing
- What is wrong with the sofa
- How the shop responded when you contacted them
- What action you would like the shop to take

The person you must write to is Mr Joseph Rickley, Director, Comfy Furnishings Ltd, 112 Oxford Road, Manchester, M33 4RF.

[27 marks]

Q4 You work for Reach Recruitment Ltd. Your colleague has had an accident at work, tripping over a loose cable and breaking his arm.

Your task: Write a report for your Safety Officer, explaining what has happened.

In your report you may wish to include the following:

- What caused the injury
- What injury your colleague sustained
- What solution or safety measures should be put into place to prevent future accidents

The employee's name is David Thorne.

[27 marks]

Q5 You have been contacted by a local newspaper about the negative impact of mobile phones on society.

Your task: Write an article explaining your perspective on mobile phones.

In your report you may want to include the following:

- What negatives are associated with mobile phone use
- Why people should aim to reduce their mobile phone use
- What people could do instead of spending time on their phones

[27 marks]