



---

## Open Awards Online Functional Skills English Level 2 Writing Exam 1

### Sample Answers

---

#### Task 1 (30 marks)

The staff at your local leisure centre have decided to organise classes and clubs to help the community remain fit and healthy. You have been asked to write an article for the local newspaper to inform residents of these plans.

You need to explain why it is important for people to take exercise, what activities are available and any other details people would find helpful.

Write the article. The article should be between 250 and 350 words.

#### Sample Answer - Pass

**Green highlighting** = reference to mark scheme

#### **New Fitness Classes Available in Everwood**

**Stay Fit and Healthy with Our New Community Classes**

**By Amanda Woods**

Energy Leisure Centre are excited to announce a new range of classes and clubs designed to help our community stay fit and healthy. Regular exercise is important for everyone, and we are committed to providing activities that cater to all ages and fitness levels.

#### **Why is Exercise Important?**

Taking regular exercise has many benefits for both the body and the mind. **Physically, it helps to strengthen muscles and bones, improve cardiovascular health, and maintain a healthy weight.** Mentally, exercise can reduce stress, improve mood, and boost overall mental wellbeing. **By staying active, you not only feel better but also lower your risk of chronic illnesses such as heart disease, diabetes and high blood pressure.**



# FUNCTIONAL SKILLS ONLINE COURSES

- ✓ Your answers are analysed to determine your Current Level
- ✓ Suggested courses for you to enrol on based on your calculated level
- ✓ Always know the level you are currently working at
- ✓ Determine when you are ready to sit your exam

Functional Skills English Initial Assessment  
English  
13 Questions No Time Limit  
Start Initial Assessment

Functional Skills Maths Initial Assessment  
Maths  
25 Questions Mixed Calculator No Time Limit  
Start Initial Assessment

Recommendations  
Based on your results from this initial assessment, we estimate you are currently at **Level 1.5**.  
From this diagnostic, we think one of the following courses would be suitable:

Functional Skills Maths Level 2  
35 Topic Count 105 Tests 43 Mock Exams  
Enrol Now  
Pick my own

- ✓ Explainer videos on every topic
- ✓ Quick-fire style multiple choice questions
- ✓ Test your knowledge with exam-style questions
- ✓ Written solutions for all questions

Why do we write

Practice Question 1 of 5  
Calculation  
 $76 + 113 = 189$

Question 2 of 5  
Select the correct answer from the list below:  
129  
183  
189  
194

Written Solution  
The area of a trapezium is given by the formula:  $\frac{1}{2} \times (a + b) \times h$   
In this case,  $a = 10$ ,  $b = 14$ , and  $h = 14$   
Total Area =  $\frac{1}{2} \times (10 + 14) \times 14 = 168 \text{ cm}^2$

Course Completion %  
View the completion percentage for the course.  
6.44%

Using Numbers  
16 TOPICS  
27.08% Complete  
Start Learning

Previous Results for Addition and Subtraction (including

ATTEMPT DATE	DIFFICULTY	RESULT
25/04/2022 15:39	Easy	80%
18/01/2022 14:01	Medium	20%

- ✓ See your progress through as you progress through each topic area
- ✓ Get your average scores for practice questions, topic tests and mock exams
- ✓ View all practice question, topic test and mock exam attempts over time
- ✓ View historical attempts to analyse your progress over time

Or visit  
[passfunctionalskills.co.uk](https://passfunctionalskills.co.uk)



### What Activities are Available?

Energy's classes offer a variety of activities to ensure there is something for everyone. Here are some of the exciting options you can join.

**Yoga:** Yoga is extremely beneficial for flexibility, strength and relaxation. This class is perfect for beginners and those looking to de-stress.

**Aerobics and Dance Classes:** These classes will be fun, high-energy sessions that help improve cardiovascular health and burn calories.

**Swimming Clubs:** Suitable for all ages, swimming is a low-impact exercise that is excellent for overall fitness.

**Team Sports:** Join the basketball, football, or volleyball teams to stay active while enjoying the camaraderie of team sports.

### Additional Details

All classes and clubs will be held at Energy leisure centre, which is fully equipped with modern facilities to ensure a comfortable and safe environment for everyone.

To join a class or club, simply visit Energy's reception or telephone 01234 567890. You can also visit [www.energyleisure.com](http://www.energyleisure.com) to find out more details and to book online.

Staying active is incredibly beneficial in many ways, and Energy look forward to seeing you at their new classes.

Word count: 314

### **Examiner comments -**

- Appropriate formatting for an article, including author's name, heading, strapline and subheadings.
- Spelling is accurate throughout, including specialist words.
- Clear and detailed response.
- A range of accurate punctuation has been used.



## Task 2 (30 marks)

You recently took a relative on holiday. Your relative has limited mobility so you checked in advance that the hotel would be suitable. However, once you arrived you discovered that the hotel was not suitable and you had to go elsewhere.

You decide to email the hotel manager (manager@cfhotel.coz) to complain about your experience, explaining what was wrong with the hotel and what problems were caused by having to move. You should state what you expect the hotel to do.

Write the email.

### Sample answer - Pass

To: manager@cfhotel.coz

Subject: Complaint Regarding Unsuitable Accommodations

Dear Hotel manager,

I am writing to complain about my recent experience at your hotel. I booked a stay for my elderly grandmother and myself, specifically checking in advance that your hotel could accommodate someone with limited mobility. However, when we arrived, it became clear that the hotel was not suitable for my grandmother's needs.

Firstly, the room we were given was not accessible. The bathroom lacked the necessary grab bars to support people with limited mobility and the doorway was too narrow for my grandmother's wheelchair to pass through. Secondly, there were steps leading to the main entrance, and the lift was out of order. This made it extremely difficult for my grandma to move around the hotel.

Due to these issues, we were forced to leave and find another hotel at extremely short notice, thus causing significant inconvenience and stress. We were not only both upset, but we also had to pay extra for last-minute accommodation.

Following this inconvenience, I expect a full refund for our booking due to the unsuitable conditions and the trouble caused. Additionally, I suggest that you review your hotel's facilities and accessibility information to prevent future guests from experiencing similar issues.

I look forward to your prompt response and resolution of this matter.

Kind regards,  
Pamela West



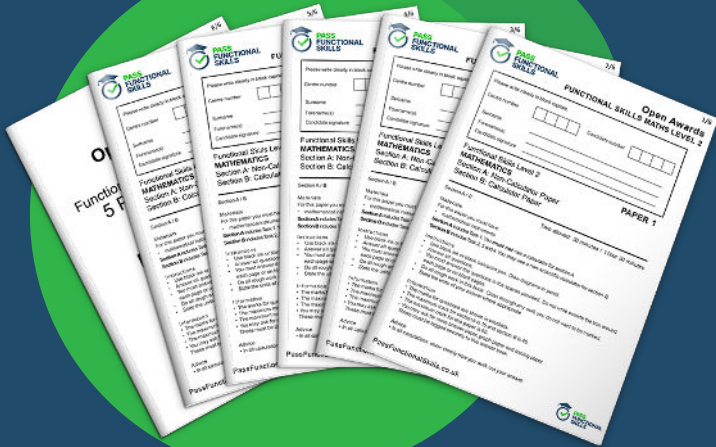
Word count: 223

**Examiner comments -**

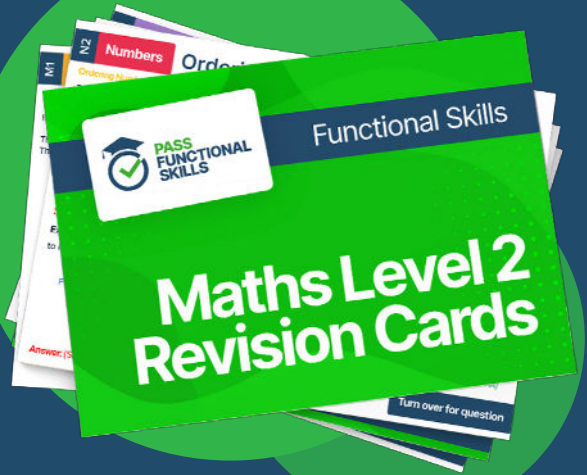
- Uses appropriate language and register suited to the intended audience. Here, the language used is formal and the tone is polite yet firm.
- SPaG is correct and complex sentences used consistently and accurately.
- There is an appropriate amount of detail to meet the needs of the task, purpose and audience.
- All the formatting features needed for an email have been included.



**PASS**  
**FUNCTIONAL**  
**SKILLS**



Functional Skills Maths  
Level 2 Practice Papers



Functional Skills Maths  
Level 2 Revision Cards



Functional Skills English Level 2  
Practice Papers & Revision Cards



Functional Skills Maths  
Level 2 Pocket Revision Guide

Or visit

[passfunctionalskills.co.uk](http://passfunctionalskills.co.uk)