



Edexcel Functional Skills English Level 2 Writing Practice Paper 4

Sample Answers

Task 1

Information

Looking for a work placement?

Are you looking for your dream job or would you like to change your career? We can help anyone to find their perfect work placement.

A work placement gives you a chance to try out a job and get some valuable experience for your CV.

Apply by letter to Katie O'Connor, Work Placements for All, 27 Eastgate Road, Carford CD1 6LZ.

Writing Task

Write a letter to Katie O'Connor to apply for a work placement.

In your letter, you should:

- say what you are doing now
- explain what kind of placement you would like and why
- persuade Katie that you would be an ideal candidate.

You should aim to write about 250 to 300 words.

(21 marks)

Green highlighting - reference to mark scheme

Sample answer: Pass

45 Graft Avenue

Working

WO3NBX

16th July 2023

Katie O'Connor

Work Placements for All

27 Eastgate Road

Carford CD1 6LZ

Dear Ms. O'Connor,

I am writing to express my interest in applying for a work placement through your esteemed organisation, Work Placements for All. I believe this opportunity would be extremely valuable for my professional development and future career aspirations.

Currently, I am a student at Dartmouth College, where I am studying Business Administration. My coursework has provided me with a strong foundation in different aspects of business, including marketing, finance, and management. Additionally, I am actively involved in the college's business club, which I am passionate about.

I am particularly interested in securing a work placement in the marketing department of a dynamic company, as I am eager to learn more about how businesses attract and retain customers. I believe that hands-on experience in a marketing role will allow me to develop skills in market research, campaign planning and digital marketing techniques. This will not only enhance my understanding of the field, but also provide me with practical skills that are highly valued in today's job market.

I am confident that I would be an ideal candidate for a work placement for several reasons. Firstly, I am highly motivated and eager to learn. My academic achievements and proactive involvement in extracurricular activities demonstrate my commitment to personal and professional growth. Secondly, I possess strong communication and teamwork skills, which are essential in any work environment. I have successfully collaborated with peers on numerous projects and have consistently received positive feedback for my contributions.

I am excited about the prospect of working with a company through your placement and am confident that I can add value to the team. Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

April Danecroft

Word count: 300

Examiner comments:

- A range of accurate punctuation is used throughout, for example commas, possessive apostrophes, full stops and capital letters.
- The answer is divided into logical paragraphs.
- A range of irregular and specialist vocabulary has been used and spelt correctly.

Task 2

Information

You want to help the environment, for example by recycling rubbish, reusing water bottles and buying fewer new items.

Write a contribution for a web forum to explain what people can do to reduce waste and help the environment.

Writing Task

Write a web forum contribution giving your views on helping the environment.

In your contribution, you should:

- describe what you do now to help the environment
- explain what you and other people could do to help more.

You should aim to write about 200 to 250 words.

(15 marks)

Green highlighting - reference to mark scheme

Sample answer: Pass

How We Can All Help Reduce Waste and Protect the Environment

Ronnie Ment

25.07.2024

I've been thinking a lot about how we can all contribute to a healthier planet. Personally, I've made some changes in my daily life to reduce waste and help the environment, and I'd like to share these ideas with you.

Currently, I recycle as much as possible. This includes separating plastics, glass, paper and metals, ensuring they end up in the right recycling bins. I also make a conscious effort to reuse items whenever I can. For instance, I carry a reusable water bottle instead of buying single-use plastic ones. This small change has significantly reduced the amount of plastic waste I generate.

However, there's always more we can do. One simple yet effective step is to reduce our use of disposable items. Bringing our own bags to the grocery store, using cloth napkins instead of paper ones, and choosing products with minimal packaging are great ways to cut down on waste. Additionally, composting organic waste can turn kitchen scraps into valuable fertiliser for gardens, keeping them out of landfills.

On a larger scale, supporting companies that prioritise sustainability and eco-friendly practices can make a big difference. By choosing to buy from these companies, we can encourage more businesses to adopt greener practices.

Lastly, spreading awareness and educating others about the importance of reducing waste can create a ripple effect, inspiring more people to take action.

Let's all do our part to protect the environment. Small changes in our daily habits can lead to significant positive impacts on our planet!

Looking forward to hearing your thoughts and suggestions!

Examiner comments:

- Organises writing using appropriate format and structure, including effective use of paragraphs, and sustaining cohesion, e.g. using organisational markers.
- Uses a range of sentences, including complex sentences, accurately and effectively.
- Language is appropriate for the audience and purpose - informal, but not too informal.