



Edexcel Functional Skills English Level 2 Writing Practice Paper 5

Sample Answers

Task 1

Information

Your workplace/college/school newsletter has asked for articles giving ideas for a team building day. The purpose is to encourage everyone to work well together.

Write an article giving your ideas for the team building day.

Writing Task

Write an article for your workplace/college/school newsletter giving your ideas for the team building day.

In your article, you should:

- suggest where to go and what to do
- explain what the benefits of the day would be
- persuade newsletter readers that your choice would be best.

You should aim to write about 250 to 300 words.

(21 marks)

Green highlighting - reference to mark scheme

Sample answer: Pass

Let's have a day to remember!

As our team has expanded over the past month, we are going to encourage everyone to get to know one another by organising some exciting team-building events.

What could we do?



As we would like to encourage as much collaboration and conversation as possible, we suggest the following activities:

- Raft building- We know that teams across all of our offices work hard to keep things afloat. Working together to build a raft could add some adventure into the week as teams compete to keep themselves above water.
- Sponsored walk- As well as chatting together and taking a refreshing few hours to improve fitness, a sponsored walk could help us to raise money for the causes that you care about. Let us know which charities you'd like to support!
- Escape room- A fun day out to the local escape rooms will encourage creative thinking and hopefully strengthen team spirit as everyone brings their unique skills to the table.

Please feel free to suggest any other activities that you think would be helpful!

Why are we doing this?

As well as giving everyone a refreshing break from work, having a team-building day would help to strengthen relationships within the company. This will lead to a feeling of greater connection and familiarity, which will foster better communication between our teams. Additionally, our newest team members will feel more welcome and supported within their teams, and you will have the chance to showcase your unique skills outside of the working environment.

We believe that the activities suggested above will provide a particularly valuable opportunity for team members to communicate and feel a collective sense of achievement as challenges are overcome.

Word count: 282

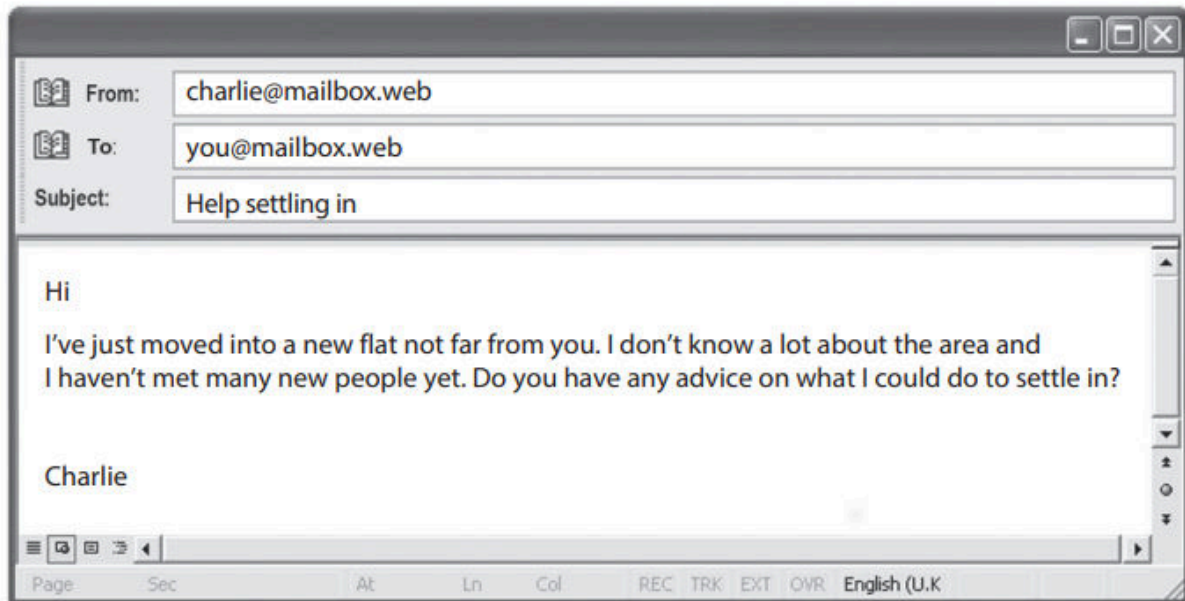
Examiner comments:

- Communicates information, ideas and opinions clearly, explaining ideas in
- appropriate detail to suit the audience and purpose.
- Uses appropriate format and structure for audience and purpose, with effective use
- of paragraphs, a heading, subheadings and bullet points.
- Uses a range of sentences, including complex sentences, accurately and effectively.
- Uses a wide range of ambitious vocabulary that is consistently spelt correctly and
- appropriate to the task.



Task 2

Information



Writing Task

Write an email to Charlie giving advice on ways of settling in to the area.

In your email, you should:

- advise Charlie what there is to do in the area
- give Charlie ideas on how to settle in and get to know people.

You should aim to write about 200 to 250 words.

From: you@mailbox.web

To: charlie@mailbox.web

Subject: Help settling in

Dear Charlie,

Thanks for your email. I think that **it's** great that you've decided to get in touch with your neighbours and make friends in the area!

If you haven't already, it could be a good idea to check out Google Maps so that you can familiarise yourself with the area. There are lots of great supermarkets, restaurants and bars in town, as well as a cinema, bowling alley, and theatre. However, my favourite place is the pottery painting studio in the town centre. They have a great range of pottery that you can paint and take home, and they host special events for occasions like Halloween and Christmas. I highly recommend it, as the owners are lovely, and the prices are very reasonable.

If you want to get to know people, it might be a good idea to join local Facebook groups or join a local club. I am a member of the acting group at our local theatre, and I've met some lovely people with shared interests. If acting isn't your thing, then you might like to join one of the local sports teams, or make friends at the boxing club. Fancy Flamingo bar is also a great hotspot in town where people like to chat and meet up.

I hope that you find this advice helpful and you are able to settle in soon!

Best wishes,
Emma

Word count: 242

Examiner comments:

- Consistently correct use of a wide range of punctuation (e.g. commas, exclamation marks, apostrophes).
- Spelling of a wide range of words used in work, study and daily life, including a range of specialist words, is consistently accurate.
- Writing is organised using the appropriate format and structure, including effective use of paragraphs and organisational markers.
- An appropriate tone and style is used to align with the audience and purpose of the task.