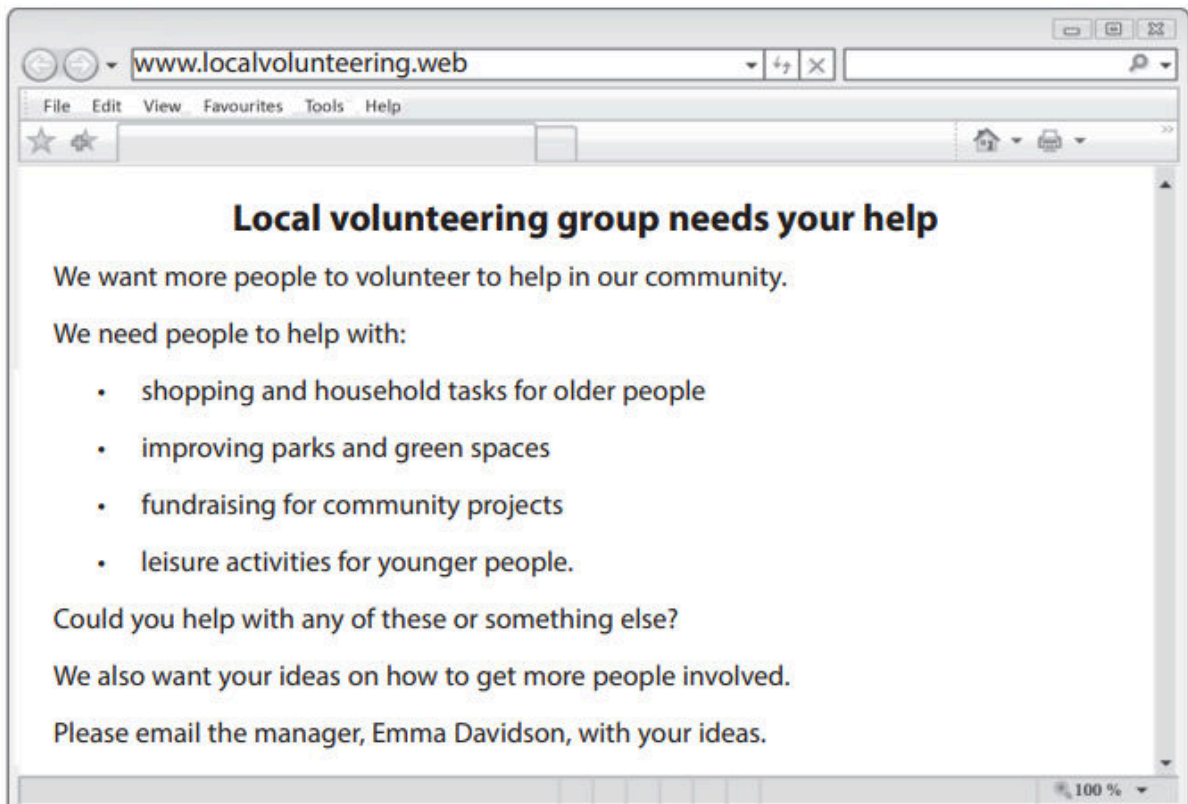

Edexcel Functional Skills English Level 2 Writing Practice Paper 8

Sample Answers

Task 1

Information



The screenshot shows a web browser window with the address bar containing 'www.localvolunteering.web'. The page content is as follows:

Local volunteering group needs your help

We want more people to volunteer to help in our community.

We need people to help with:

- shopping and household tasks for older people
- improving parks and green spaces
- fundraising for community projects
- leisure activities for younger people.

Could you help with any of these or something else?

We also want your ideas on how to get more people involved.

Please email the manager, Emma Davidson, with your ideas.

Writing Task

Write an email to Emma Davidson giving your ideas on volunteering in your community.

In your email, you should:

- say what you would like to help with and why
- explain why you would be a good volunteer
- give your ideas on how to persuade other people to volunteer.

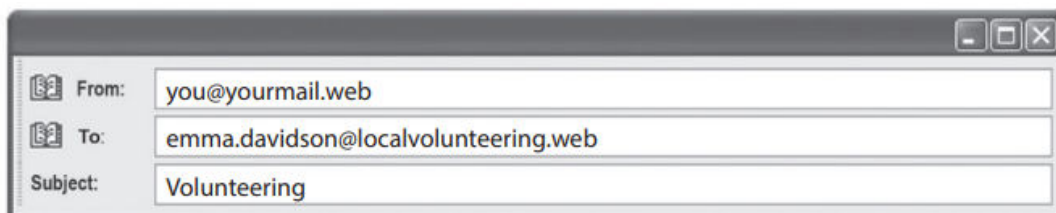
You should aim to write about 250 to 300 words.

(21 marks)



Green highlighting - reference to mark scheme

Sample answer: Pass



Dear Emma,

I recently read about some volunteering opportunities on your website, and I would love to get involved. I am particularly interested in improving parks and green spaces in the area, as I am passionate about ensuring that the local community has somewhere to relax and enjoy nature. Our local parks are currently unsuitable for wheelchair users and elderly people who struggle with walking, as the paths are badly overgrown. They are also quite unsafe for children, as thorny plants and nettles have become far more common. I want to address these issues for the safety, comfort and equality of our community.

After spending many hours tending my own large garden, I know just how difficult it can be to maintain green spaces. Many of our local parks are overgrown, and I believe that with my gardening experience, I would be able to address this problem quickly and efficiently. I have the expertise to use specialist equipment to tackle large thorn bushes and patches of nettles, and I think that my skills could be put to good use as a volunteer gardener in the park.

However, this large project would require the entire community to come together and help out. I think that advertising for volunteers in the parks would be especially effective, as people can physically see the extent of the issues and may be more inclined to help. I am also happy to hold free gardening classes, which you can advertise in the community centre and on social media. Encouraging local businesses, such as the garden centre, to get involved would additionally attract more volunteers to undertake the work.

I hope that you will appreciate my advice and I look forward to helping the community fight to restore their parks and green spaces.

Kind regards,
Amelia Donaldson



Word count: 300

Examiner comments:

- Suitably detailed to cover all of the context provided in the question.
- Uses a wide range of ambitious vocabulary that is consistently spelt correctly.
- The answer is clear throughout, and would be easily understood by the reader.
- Maintains a persuasive tone throughout, and is appropriate to the task and audience.

Task 2

Information

Your college/school/work management team would like your opinions on how to develop the course you are studying. They want the course to be even better for future students.

Give your feedback to the management team.

Writing Task

Write your opinions on how your course could be developed using the feedback form.

In your feedback, you should:

- describe your experience of the course
- give your ideas for future developments.

You should aim to write about 200 to 250 words.

(15 marks)

feedbackform@workplace.webpage

Charles Chickery

19.06.2024

14:56

Review: Equality and Diversity Course

How has the course benefited our organisation?

My colleagues and I found the course very simple to use; the arrow buttons made it **easy to navigate** through the various learning videos, and the short quizzes ensured **consistent focus**

and retention of information. The content was suitably challenging and engaging, with lots of interesting facts about different cultures, and some questions that required deep thinking about the ways in which people from different backgrounds can interact effectively at work. I think that the course has been a valuable experience, and I expect that the knowledge we have gained will help us to create a culture in which everyone feels safe and valued.

How could the course be improved?

I think that the following changes would improve the learning experience in the future:

- Some of the videos were too long. To address the needs of people with diverse learning needs, I think it would be a good idea to have a transcript, and an option to speed up the videos or slow them down.
- The course covered many protected characteristics, but there was very little attention given to equality between people of different genders. More information could be provided in this area.

Conclusion

Overall, the course was very helpful, and I think that with a few improvements, it could be even more user-friendly and informative.

Word count: 238

Examiner comments:

- Consistently correct use of a wide range of punctuation (e.g. commas, semicolons, and question marks).
- Spelling of a wide range of words is consistently accurate.
- Writing is organised using the appropriate format and structure, including effective use of paragraphs, subheadings, bullet points, and other features suitable for a feedback form.
- An appropriate tone and style is used to align with the audience and purpose of the task.
- All of the details required by the question have been included, and the word count has been met.