

TQUK Functional Skills Qualification in English at Level 1

Writing Examination Paper 2

Please complete the details below using black or blue ink. Use **BLOCK CAPITALS**.

Learner Name: _____

Learner Number: _____

Date: _____

Centre Name: _____

Instructions

- Read each activity **carefully**
- **Plan** your answer in the **planning box** available for each task
- Write your responses **clearly** in the spaces provided
- Complete **both** activities
- **Check** your responses.

Information

- There are **2** activities in this exam
- There are **27 marks** available for each activity
- The maximum mark for this exam is **54**
- You **will** be assessed on spelling, punctuation and grammar (SPaG)
- You **will not** receive marks for planning.

Items

- You **will** need a pen with black or blue ink
- You are **not** allowed to use a dictionary
- You will **not need** any other stationery or equipment.

Time allowed: 60 minutes

Do not open this examination paper until you are told to do so.

For examiner use only

	Marks available	Marks awarded	Second marks
Activity 1	27		
Activity 2	27		
Total marks	54		

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1. Write a letter

You support a children's charity called Charlie's.

The charity wants to raise £50,000 to purchase new equipment and provide additional resources. They have asked for some ideas to raise money.

Write a letter to the charity describing your fundraising ideas.

The address is: 20 New Street, Old Town, OT2 9AA.

Your letter could include:

- what your ideas are
- why you think these ideas will help raise money
- who can get involved.

Your letter should be at least 150 words.

[15] Composition
[12] SPaG

Plan (You will not receive marks for planning)

Your answer

**Examiner
use only**

SC19:

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

Your answer

**Examiner
use only**

SC19:

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

Your answer

**Examiner
use only**

SC19:

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

2. Write a set of instructions

You have learnt a new skill.

Your friend is impressed with your new skill. They want to learn this skill.

Write a set of instructions for your friend explaining how to learn the skill.

Your set of instructions could include:

- the tools or qualities you need to learn the skill
- how to get started
- what you need to do to improve the skill.

Your set of instructions should be at least 150 words.

You can use a real or imagined skill.

[15] Composition

[12] SPaG

Plan (You will not receive marks for planning)

Your answer

**Examiner
use only**

SC19:

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

Your answer

**Examiner
use only**

SC19:

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

Your answer

**Examiner
use only**

SC19:

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

This is the end of the assessment.