

## TQUK Functional Skills Qualification in English at Level 1

### Writing Examination Paper 3

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

#### 1. Write an email

Your friend is looking for a new job.

They have sent you an email asking for your help and any information and tips.

Write an email to your friend giving them advice.

The friend's email address is: f.green@mailbox.co.biz

Your email could include:

- places to look for job opportunities
- things to include in their CV and cover letter
- how to prepare for an interview.

Your email should be at least 150 words.

[15] Composition [12] SPaG

Plan (You will not receive marks for planning)

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#### 2. Write a report

You work at a local leisure centre.

Membership numbers have dropped because of the facilities, prices, types of classes and the opening hours.

Write a report for your manager explaining the issues.

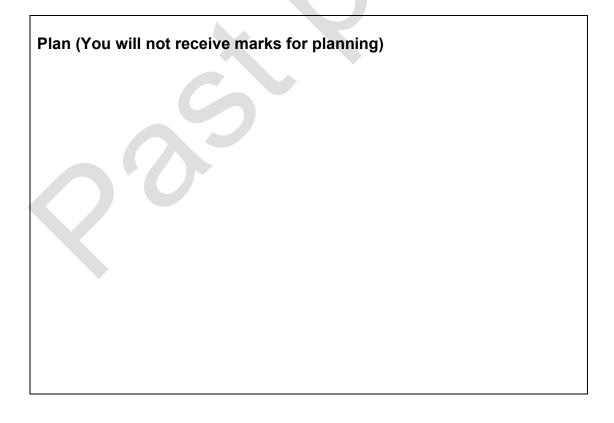
Your report could include:

- · details of the issues identified
- suggestions for improving the centre
- how these improvements will benefit the community.

Your report should be at least 150 words.

You can use a real or imagined leisure centre.

[15] Composition [12] SPaG



Your answer	Examin use onl
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