

# 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		

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**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)**

Your answer		Examiner use only
<b>To:</b>	<b>SEND</b>	SC19:
<b>Subject:</b>		

SC20:

SC21:

SC22:

SC23:

SC24:

SC25

Your answer

**Examiner  
use only**

SC19:

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SC20:

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SC21:

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SC22:

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SC23:

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SC24:

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SC25:

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Your answer

**Examiner  
use only**

SC19:

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SC20:

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SC21:

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SC22:

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SC23:

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SC24:

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SC25:

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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**

**Plan (You will not receive marks for planning)**



Your answer

**Examiner  
use only**

SC19:

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SC20:

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SC21:

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SC22:

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SC23:

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SC24:

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SC25:

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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.**