

TQUK Functional Skills Qualification in English at Level 1

Writing Examination Past Paper 4

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 report

You are a representative for the Employee Voice Group at your workplace.

Your workplace is thinking about offering free passes for public transport to all employees.

Write a report for the management team explaining the arguments for and against offering everyone a free public transport pass.

Your report could include:

- the advantages of offering free transport passes
- the disadvantages of offering free transport passes
- a recommendation as to whether free transport passes should be provided or not.

Your report should be at least 150 words.

You can use a real or imagined workplace.

[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:

2. Write an email

You have received free tickets to a weekend event in your area.

You're keen to invite a friend to share this experience with you.

Write an email to persuade your friend to accompany you to the event.

The friend's email address is: friend@zmail.biz

Your email could include:

- details about what the event is about, where the event will take place and when the event will be held
- reasons why you want your friend to come with you
- details that will persuade your friend to go to the event.

Your email should be at least 150 words.

You can use a real or imagined event.

**[15] Composition
[12] SPaG**

Plan (You will not receive marks for planning)

Your answer		Examiner use only
To:	SEND	SC19:
Subject:		

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.