

TQUK Functional Skills Qualification in English at Level 1

Writing Examination Past Paper 8

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 live near a busy road.

Local people are worried about cars speeding on the road and pedestrians crossing safely. A local safety group has asked residents to write to the council to give their views.

Write a letter to the council to give your views on road safety.

The council's address is: Highways Authority, Council House, 3 Main Street, Beeton, Beetonshire, BE25 1RB.

Your letter could include:

- information about the road you are writing about
- an explanation of why the road is dangerous
- the safety measures you think the council could put in place.

Your letter should be at least 150 words.

You can use a real or imagined road.

[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 an email

Your friend, Riz, is looking for a new job.

Your organisation is holding a job fair next Friday. They are inviting people to come and find out about the different jobs they have available such as cleaning crew, IT, administration, warehouse workers and drivers. Each job will have a stall where the public can talk to employees about what the jobs are like.

Write an email to Riz to tell them about the job fair.

Riz's email address is: riz@greenmail.co.uk

Your email could include:

- details about the job fair
- what job or jobs you think Riz will be interested in
- why you think Riz will enjoy working at your organisation.

Your email should be at least 150 words.

You can use a real or imagined organisation.

[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.