

TQUK Functional Skills Qualification in English at Level 1

Writing Examination (Sample Assessment 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

Your friend lives in a different city.

They want to visit your area and have asked you to give them ideas of places they should go to during their visit.

Write a letter to your friend describing a place to visit in your area.

The address is: 40 Park Avenue, Newbury Town, AT2 9BA.

Your letter could include:

- why you think they would enjoy visiting this place
- what they can do there
- how they should travel there.

Your letter should be at least 150 words.

You can use a real or imagined place.

[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 leaflet

You work for a sports centre.

Your manager has asked you to share what the centre has on offer. They want to encourage more people to use the centre.

Write the text for a leaflet explaining why people should visit the centre. The leaflet is for local people.

Your leaflet could include:

- what services and activities the sports centre offers
- where the sports centre is and when it is open
- how someone can become a member of the sports centre.

Your leaflet should be at least 150 words.

You can use a real or imagined sports centre.

[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.