

# TQUK Functional Skills Qualification in English at Level 2

## Writing Examination Past Paper 1

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
- **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**

You have completed a work placement/experience.

The work placement/experience gave you the opportunity to find out more about the industry and to learn some new skills. It also gave you the chance to put your existing skills and knowledge into practice. Your friend has shown an interest in starting a work placement/experience and has asked for your ideas.

Write an email to your friend about your placement/experience. The email should describe your experience and explain what the positives and negatives of the work placement/experience were.

The friend's email address is: gelilat.z@friendlymail.co.biz

**Your email should be at least 250 words.**

**You can use a real or imagined work placement.**

**[16] Composition**  
**[11] SPaG**

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

Your answer		Examiner use only
<b>To:</b>	<b>SEND</b>	SC20:
<b>Subject:</b>		

	SC21:
	SC22:
	SC23:
	SC24:
	SC25:
	SC26:
	SC27:
	SC28:

Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:



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**2. Write a report**

You have been to the gym with your friend.

When you were there, you slipped on a wet surface and twisted your ankle. There was no warning sign near the wet surface.

You are now using crutches and are unable to work. You want to write a report about the accident.

Write a report for the manager of the gym. The report should explain what happened to you and describe what you think should happen next.

**Your report should be at least 250 words.**

**You can use a real or imagined gym.**

**[16] Composition**  
**[11] SPaG**

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

Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

**This is the end of the assessment.**