

# TQUK Functional Skills Qualification in English at Level 2

## Writing Examination Past 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 a set of instructions**

A friend has asked for your help.

Your friend wants to complain about the service they received from a local food takeaway. They want your help to make their complaint stand out and make sure they get a full refund.

Write a set of instructions for your friend. The instructions should describe what to include in their complaint and give ideas about the style they should use.

**Your set of instructions should be at least 250 words.**

**[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:



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**2. Write a letter**

You are a college student.

The college want to have uniforms worn by all students, whatever course they are on. College staff want students to share their views. College staff will review letters written by students and make a final decision.

Write a letter to your college. Your letter should explain how you feel about the suggestion and describe the positives or negatives of wearing a uniform.

The address is: Ropeworth College, 77 Hillsworth Road, Ropeworth, R44 5PP

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

**[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.**