

## TQUK Functional Skills Qualification in English at Level 2

### Writing Past Paper 4

Please complete the CAPITALS.	e details below using black or blue ink. Use BLOCK
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

#### 1. Write an email

Your friend lives abroad.

Your friend is considering moving to the UK. They have never moved to a different country before, and they think that moving closer to you might make it easier for them to settle in. They have a partner and two children who would move with them.

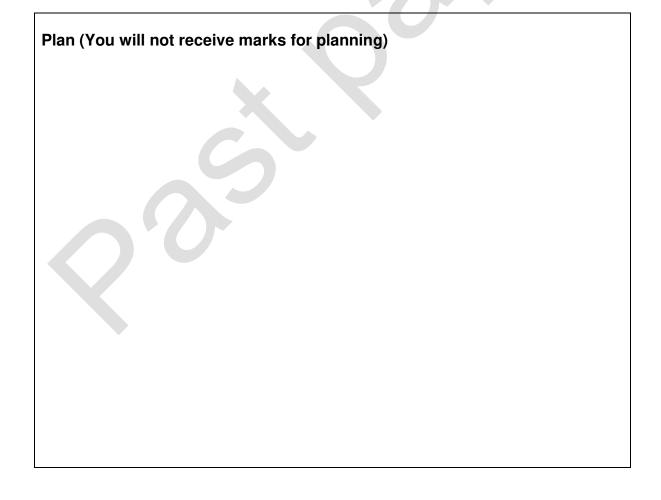
Write an email to your friend about your local area. Your email should explain whether it would be a suitable place for your friend to live and describe what jobs are available that they could do.

Your friend's email address is alex.winters@inbox.net

Your email should be at least 250 words.

You can use a real or imagined local area.

[16] Composition [11] SPaG



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#### 2. Write a letter

You are looking for a job.

You saw an advert online for a role that you really want. The salary and opportunities are better than the job you do now. You feel that you have all the required skills, so you would like to send an application. You want to include a letter as part of your application.

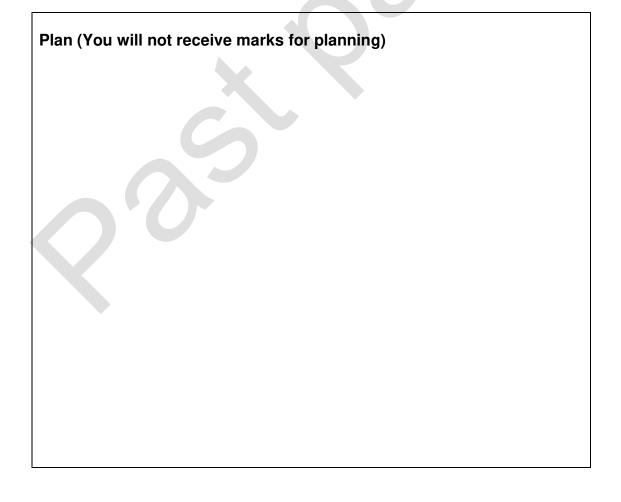
Write a letter to the organisation who are advertising the role. Your letter should describe why you want the role and explain your key skills and experience.

The company's name and address is: Corporate Solutions,14 Evergreen Lane, South Dartshire, R51 890

Your letter should be at least 250 words.

You can use a real or imagined job role.

[16] Composition [11] SPaG



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