

# TQUK Functional Skills Qualification in English at Level 2

## Writing Past Paper 4

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 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**

**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 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**

**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.**