

TQUK Functional Skills Qualification in English at Level 2

Writing Examination Past Paper 5

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

You are an employee at a company.

The company you work for is considering allowing members of staff to take one paid day off to do some training that would benefit them at work. The training needs to be both affordable and add value to the company, as well as being of benefit to the employee. They want interested members of staff to apply.

Write an email to your manager. The email should describe what training you would like to attend and explain how it would benefit you.

Your manager's email address is: manager@mail.biz

Your email should be at least 250 words.

You can use a real or imagined company.

[16] Composition
[11] SPaG

Plan (You will not receive marks for planning)

Your answer		Examiner use only
To:	SEND	SC20:
Subject:		
		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 review

You want to enter a competition to win a family annual pass to a theme park.

To enter the competition, the organisers want to read a review about 'best ever group days out', either with family or friends.

Write a review of the best day out you have had with either family or friends. The review should describe where you went, what you did and explain why that day was so memorable.

Your review should be at least 250 words.

You can use a real or imagined day out.

[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.