

TQUK Functional Skills Qualification in English at Level 2

Writing Examination Past Paper 6

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.

Your workplace is considering closing its canteen because not enough staff are using it. Staff work a variety of shifts from early morning until late at night.

The canteen currently offers breakfasts, lunches and evening meals as well as a range of snacks.

Write an email to your manager saying whether or not you think the canteen should close. The email should describe how to encourage people to use the canteen and explain the consequences of not having a canteen on-site.

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

Your email should be at least 250 words.

You can use a real or imagined workplace.

[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 an article

You have read an article in your local newspaper.

The article compared the experience of living in a busy city with living in a quiet country area. The article discussed what cities offer. It mentioned better access to various services as well as work and social opportunities.

The newspaper is asking readers to submit articles expressing their own views in response.

Write an article for the newspaper. The article should describe the advantages and disadvantages of city and country life and explain your own opinions.

Your article should be at least 250 words.

You can use a real or imagined newspaper.

[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.