# TQUK Functional Skills Qualification in English at Level 2

## **Writing** Examination Past Paper 7

## 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 |  |  |

**This page is intentionally left blank.**

**This page is intentionally left blank.**

**1.** **Write a set of instructions**

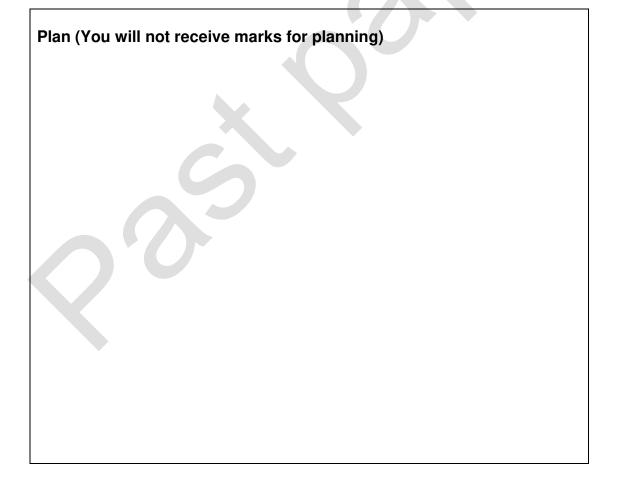Your workplace wants to be more environmentally-friendly.

They have created new workplace guidance to help. The new guidance includes recycling and refuse (rubbish) management, paperless communication and saving energy. These are the areas where the workplace feels they can make the largest impact. They feel that these main areas will be easy for employees to get involved in.

Write a set of instructions for the employees. The instructions should describe the reasons for the guidance and explain how employees can help support the main areas.

**Your set of instructions 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 |
|---|---|
| | 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 page is intentionally left blank.**

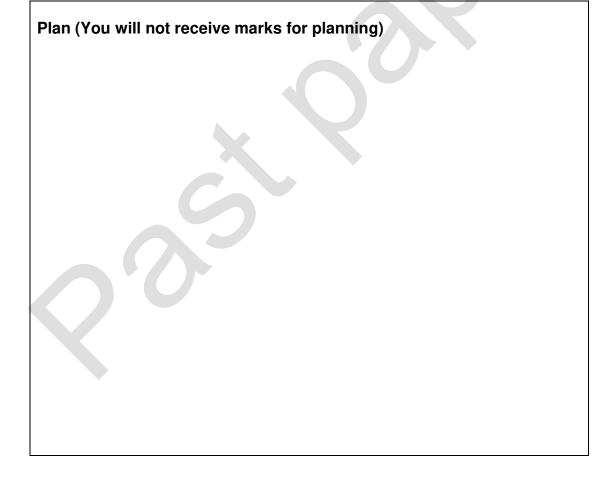**2.** **Write a leaflet**

You work for the local council.

The council has a large amount of money to invest in projects to benefit people in the town. The local council want to talk to the public about how they can improve local facilities.

Write the text for a leaflet. Your leaflet is for the general public. The leaflet should describe how people can give their suggestions and explain how the council will make the decision.

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

**You can use a real or imagined local council.**

**[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: |

Your answer

**This is the end of the assessment.**