

# TQUK Functional Skills Qualification in English at Level 2

## Writing Examination (Sample Assessment Paper 1)

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 a letter**

You are a local resident.

The local council is opening a new community centre in your town. The council wants to offer different activities each week and would like to find out what residents would like.

Write a letter to the council. Your letter should describe what you would like to see offered and how it will benefit the community.

The address is: Forestwood Council Events, 621 King Street, Forestwood, F67 114

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

**[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:



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## 2. Write an email

You want to volunteer in your local area.

The local sports team is looking for volunteers for Saturdays and Sundays. They will welcome visiting teams, prepare for matches at the stadium, help visitors find their seats and clean up. Volunteers will attend matches for free!

Write an email to your friend about the role. Your email should describe the role and explain reasons why you think you should both apply.

Your friend's email address is [a.friend@outbound.com](mailto:a.friend@outbound.com)

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

**You can use a real or imagined sports team.**

**[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:

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