

# TQUK Functional Skills Qualification in English at Level 2

## Writing Examination (Sample Assessment Paper 2)

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 report**

You work for the local council.

The council has received some money to build a park in your town. The council has two different ideas for the park: a children's play area or a dog-friendly park. Your manager has asked you to present which of these ideas would be best for the area.

Write a **report** for your manager. The report should give details of the different ideas for the park and explain the benefits to the local community.

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

**[16] Composition**  
**[11] SPaG**

**Plan (You will not receive marks for planning)**

Your answer

**Examiner  
use only**

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SC21:

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SC22:

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SC23:

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SC24:

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SC25:

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SC26:

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SC27:

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SC28:

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Your answer

**Examiner  
use only**

SC20:

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SC21:

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SC22:

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SC23:

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SC25:

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SC26:

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SC27:

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SC28:

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Your answer

**Examiner  
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Your answer

**Examiner  
use only**

SC20:

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SC21:

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SC28:

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## 2. Write a leaflet

You are a local resident.

A local charity has planned a community fun day to raise money. The event will be for families who live in your town. The event will be free to attend and there will be face painting and a bouncy castle for children. There will be games and competitions at the event which will cost a small amount of money.

Write the text for a leaflet for the fun day. The leaflet should persuade families to attend and give information about the importance of the charity.

**Your leaflet 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:

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SC26:

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SC28:

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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.**