

Functional Skills Level 1 English Writing Sample Paper 2



A City & Guilds Group Business

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Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2019. Materials are draft and subject to technical evaluation by Ofqual.



Level 1 Functional Skills English

Writing

Sample Paper 2



Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

General information:

- The duration of this paper is **1 hour 20 minutes**.
- The maximum mark for each question is shown.
- The total number of marks available is **54**.

General instructions:

- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers are **not** permitted.

***I declare that I have no prior knowledge of the questions in this assessment and that I will not share any information about the questions.**



Question 1

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 1

You witnessed a minor accident where a cyclist crashed into a pedestrian who was crossing the road. No one was seriously hurt, but the cyclist and the pedestrian had an argument about whose fault it was, which ended up with the police being called.

As you witnessed the whole event, the police have asked you to provide written details of what you saw.

Your task: write the narrative (sequence of events) of what happened. Include the following detail:

- where and when the accident took place
- what happened to cause the accident
- whose fault you believe it was
- what happened during the argument.

(27 marks)

Suggested word count 200 – 250 words.



You may use the space below for planning and drafting.

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Question 1 – Write your narrative here.









Question 2

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 2

You would like to raise money for your favourite charity and have the idea of holding a sponsored silence for a whole afternoon.

Your task: write an email to a friend explaining your idea and asking them to help organise it.

Include the following detail:

- why you are writing
- what your idea is and how you think the event should be organised
- what the charity is and what they do
- what tasks you would like your friend to do to help.

Your friend's email address is j250@hotmail.com

(27 marks)

Suggested word count 200 – 250 words.




You may use the space below for planning and drafting.

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Question 2 – Write your email here.

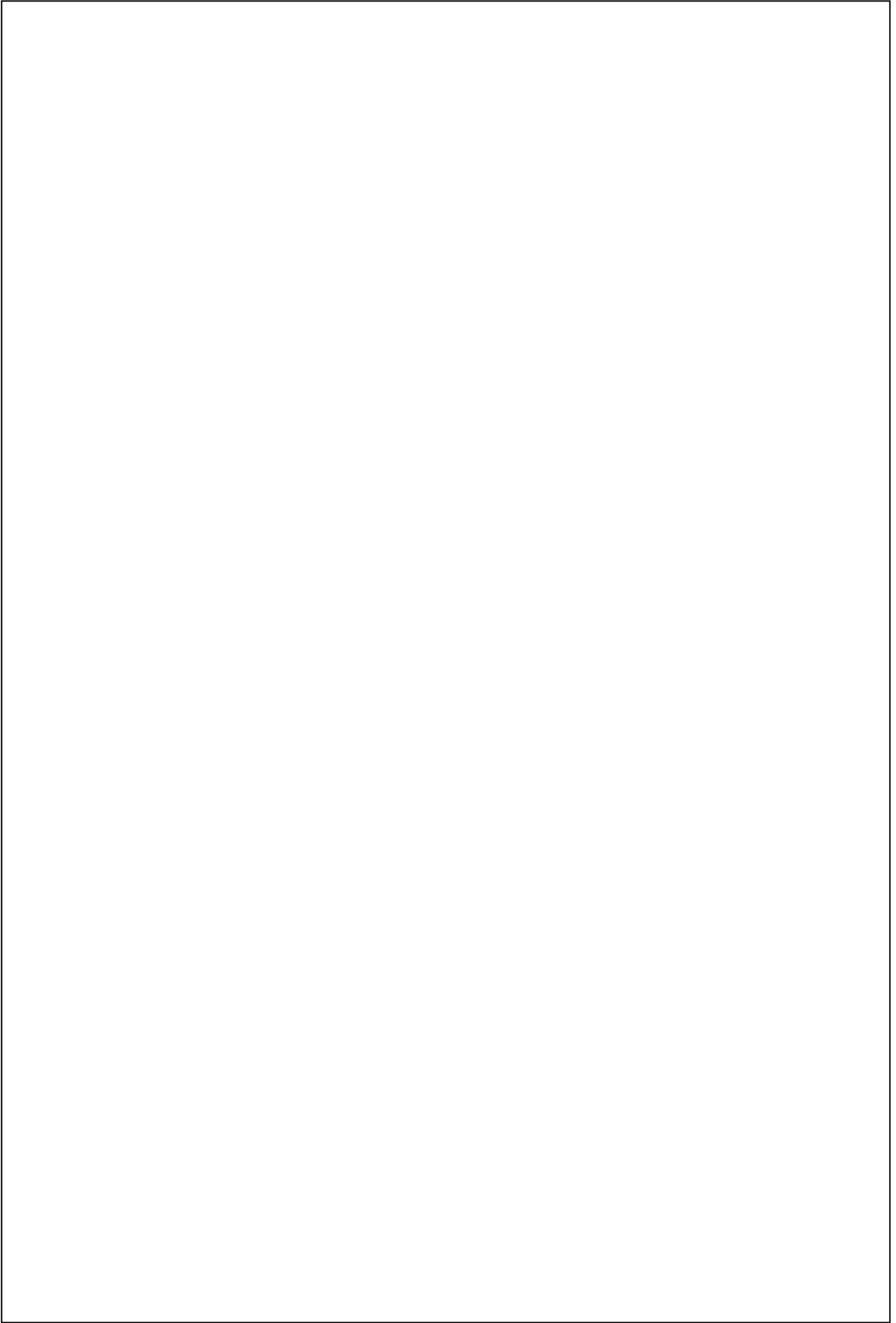
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 To:

Subject:

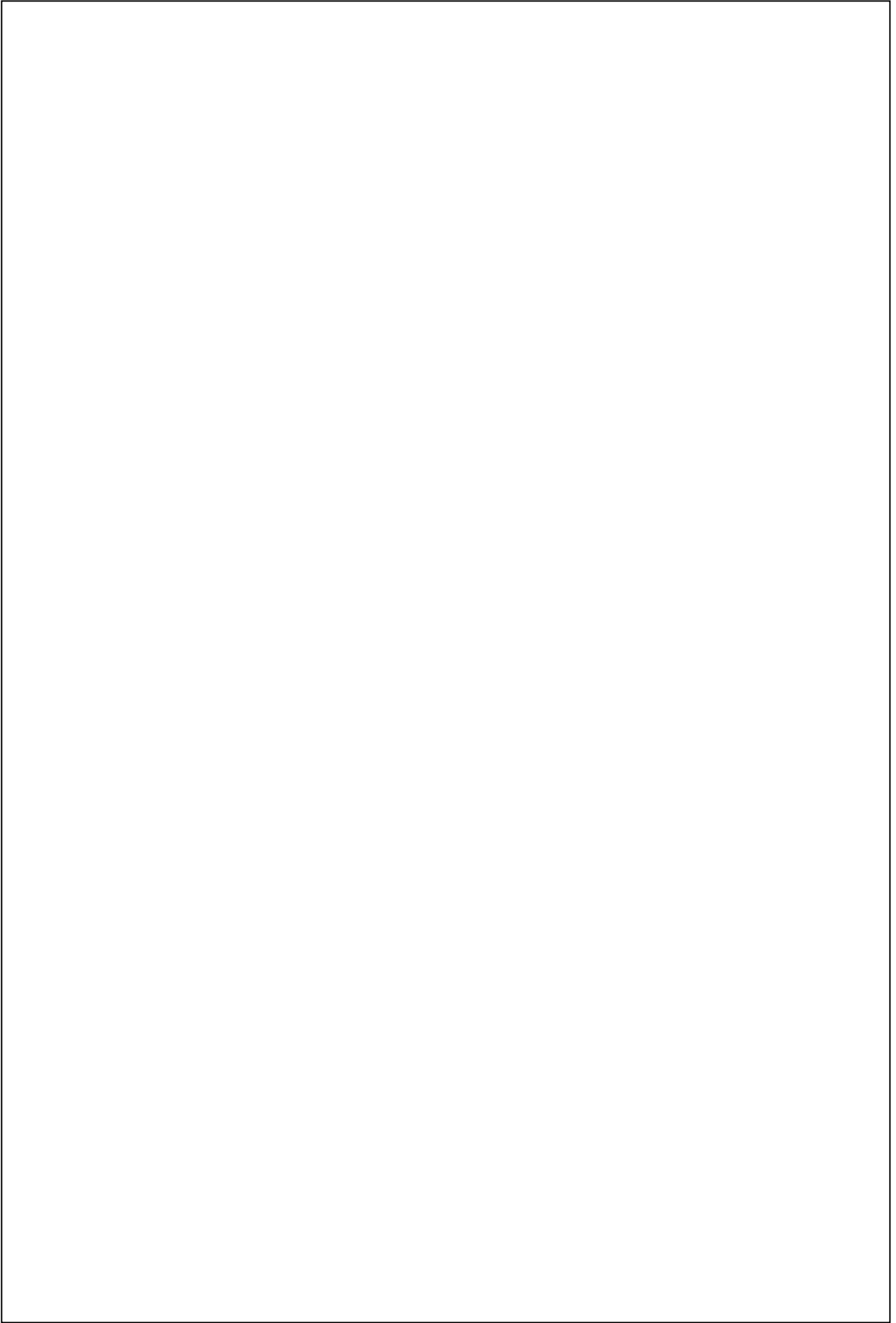
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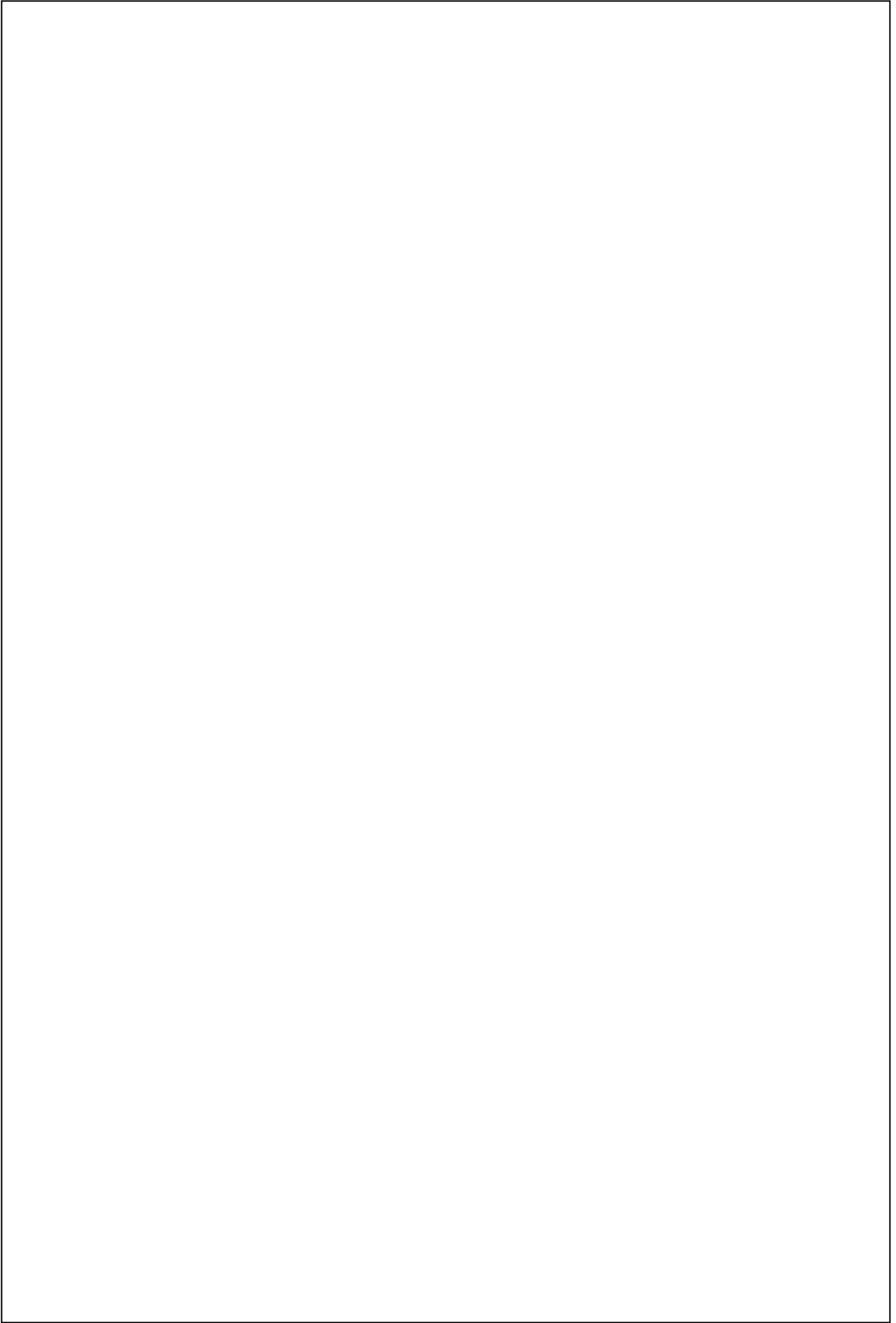
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End of Assessment

