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## Edexcel Functional Skills English Level 2 Writing Practice Paper 1

### Sample Answers

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#### Task 1

##### Information

Every year people can apply to Career Grants for funding to help develop their careers.

The most deserving person will receive £5,000. This can be used to pay for courses, equipment, visits or other expenses.

To apply, write a letter to Laura Mensah, Career Grants, 1 New Road, Hanton HN1 7BU.

##### Writing Task

Write a letter to Laura Mensah to apply for the funding.

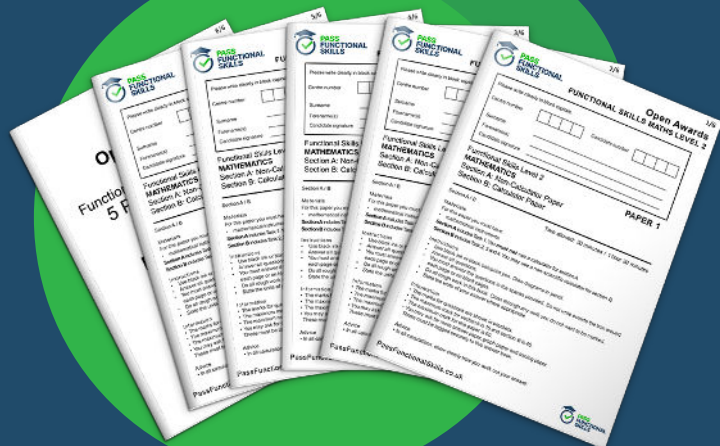
In your letter, you should:

- describe what you are doing now and your career ambitions
- explain in detail how you would use the money
- persuade Laura Mensah that you deserve the funding.

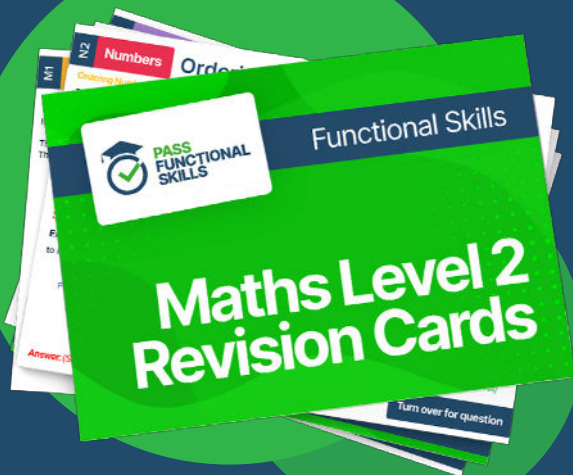
**You should aim to write about 250 to 300 words.**

(21 marks)

**Green highlighting** - reference to mark scheme



Functional Skills Maths  
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Functional Skills English Level 2  
Practice Papers & Revision Cards



Functional Skills Maths  
Level 2 Pocket Revision Guide

**Sample answer - Pass**

John Smithy  
12 Burchett Road  
Leeds  
LS1 1LS

Laura Mensah  
Career Grants  
1 New Road  
Hanton  
HN1 7BU  
29/04/2020

Dear Ms Mensah,

I am writing to apply for the Career Grant of £5000. As a part-time primary teaching assistant, studying to become a full-time teacher, I aspire to become the headteacher of my own school. Education has always been a great passion of mine, meaning I am very keen to develop my career further - something that will only be achievable with your help.

The money will only go towards things that will benefit my career, including: transport (to and from my placement), buying specialist equipment for the classroom and more creative teaching resources. Specialist equipment is a vital part of any classroom; children with attention difficulties have been shown to achieve a 30% higher score overall when given fiddle-based toys whilst listening to a lesson. This fact is one that I would enforce, in order to make education a more positive and productive environment. I can't think of a more worthy candidate to receive the funding. Helping students get higher grades overall will lead to even more substantial career growth and better opportunities for myself. Depriving me of this chance would be like depriving these children of a future.

Furthermore, I deserve this funding because working part-time has been a struggle financially. Young teaching students, like myself, work incredibly hard on placements, but balancing the gigantic workload of a degree at the same time is difficult at best. I believe my hard-working attitude, passion for my subject and motivation to achieve highly are the core reasons behind my deserving of this grant.

Yours sincerely,  
John Smithy

Word count- 278

**Examiner comments:**

- Organises writing using appropriate format and structure, including effective use of paragraphs, and sustaining cohesion, e.g. using organisational markers.
- Uses a range of sentences, including complex sentences, accurately and effectively.
- Persuasive techniques used

**Sample answer- Pass**

Hi Lee,

I hope all is well.

I was thinking we should all go to the local museum and art gallery for our next staff day out! It's great fun and is more interactive than your typical museum. It is perfect for everyone as it doesn't require any particular skill and is very accessible. I have attached a link to the affordable ticket prices, with group discounts when you pre-book online.

As we've all had such a stressful time recently, I think this activity in a relaxing environment would bring us all together, whilst keeping our brains active. Looking at different art styles such as abstraction, has been known to increase critical thinking skills as well as creativity. This means it would not only benefit personal health, but increase organisation success as a result. After the guided tour, the opportunity to create your own artwork would definitely get votes from the design team! Sharing ideas and inspiration would definitely increase teamwork skills.

As we have already done the seaside, a shopping centre and a theme park, why not make the staff outing something most people haven't done before? I think the team would respect you even more for pushing people out of their artistic comfort zone by organising a trip that is new and exciting. Additionally, we can keep a product of our creative choices to make it a memorable day!

Looking forward to hearing your thoughts,

John

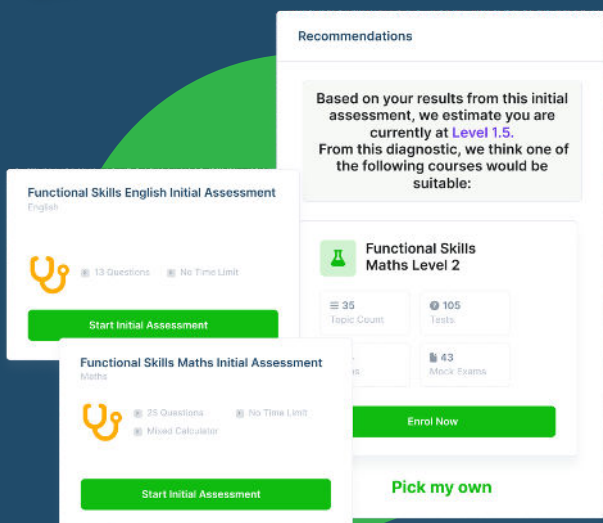
Word count = 238

**Examiner comments:**

- Consistently correct use of a wide range of punctuation (e.g. colons, commas, inverted commas, apostrophes and quotation marks) with occasional lapses.
- Spelling of a wide range of words, used in work, study and daily life, including a range of specialist words, is consistently accurate, with occasional lapses.
- Uses a range of sentences, including complex sentences, accurately and effectively.

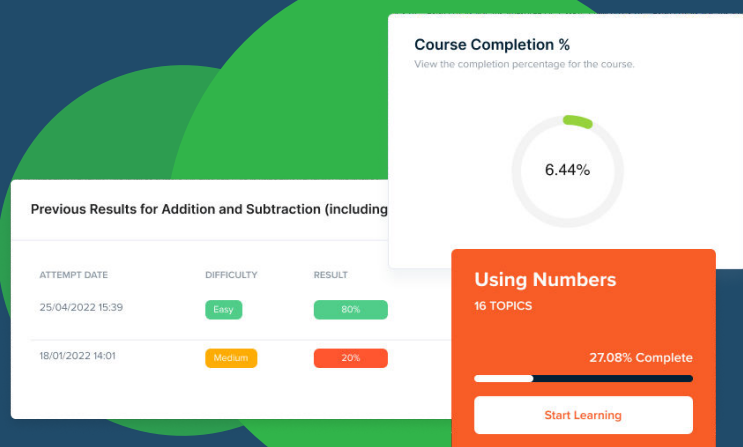
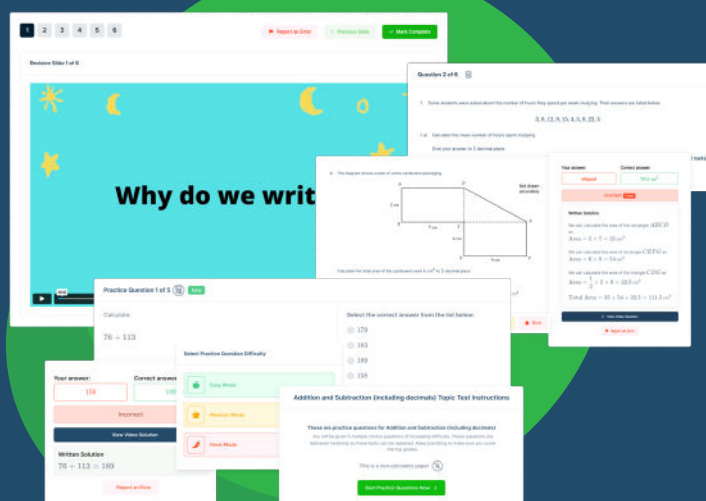


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