
Edexcel Functional Skills English Level 2 Writing Practice Paper 2

Sample Answers

Task 1

Information

You volunteer at your local community centre.

The community centre needs repairs and new equipment.
There is also limited access for people with disabilities.

You have been asked to contact a local business group to ask for financial help and other support.

Writing Task

Write an email to the local business group to persuade them to help.

In your email, you should:

- describe the problems
- explain how the business group can help
- say how businesses will benefit.

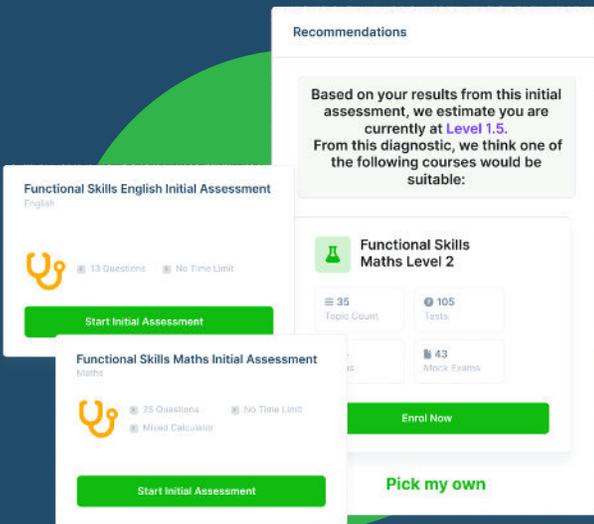
You should aim to write about 250 to 300 words.

(21 marks)

Green highlighting - Key points from the mark scheme

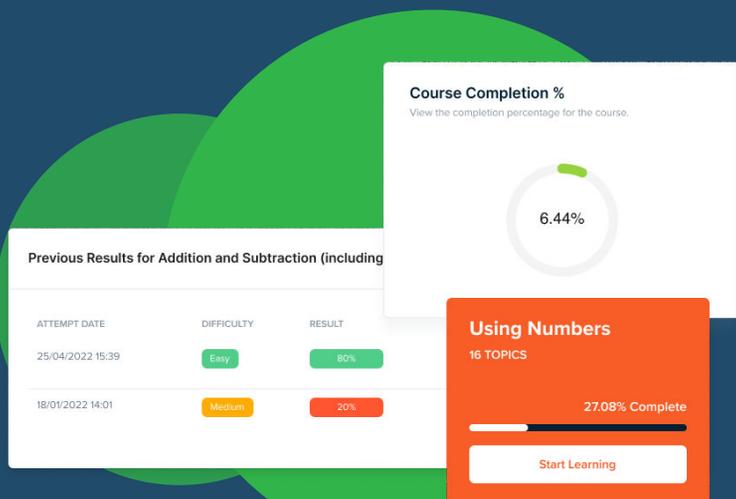
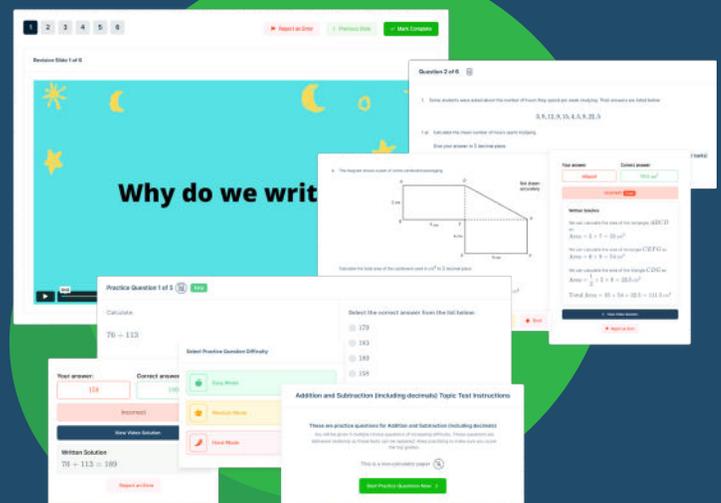


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Dear Sir/Madam,

I am a volunteer at the community centre in town and I am writing to request your financial aid or any other help you can offer.

We are in desperate need of a large amount of repairs; the roof leaks, windows have been broken due to careless vandals, equipment is outdated and there is no accessibility to the building for wheelchairs and prams.

Our community centre is a vital hub for vulnerable communities in town, as well as a social meeting point, information centre and place for children to play so these repairs and equipment updates are desperately needed. The accessibility issue is pressing and affects around 30 people a week who are trying to utilise the important resources of the community centre!

How can you help? We believe you can make a massive difference to us, not only through financial aid but by putting the centre in contact with building contractors, fundraisers or other businesses in your area who would be willing to lend a hand. A financial donation of whatever you can spare would be appreciated; we are a non-profit organisation so everything you donate will be put directly into repairs and improvements.

Your business will definitely benefit not only from the good publicity that comes with saving a community centre, but also from the higher morale of employees who are part of the town and will be better served by a thriving centre.

Yours faithfully,
John Smithy

Word count - 243

Examiner comments: Pass

- Uses a wide range of vocabulary, consistently appropriate to task.
- Uses appropriate format and structure for audience and purpose, with effective use of paragraph
- Correct use of punctuation (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)
- Spelling of words used most often in work, study and daily life, including specialist words, is accurate.
- Persuasive techniques used



Task 2

Information



Zaristar

*A new online clothes shop
for men and women*

Our aim is simple – to be the best online fashion shop. We have an amazing range of stylish fashion items at very low prices. Clothes, shoes, hats, sunglasses and watches – everything you could possibly want.

Why not visit our website and see our full range?
You'll be amazed at the quality – and the prices.

www.zaristar.co.uk



Writing Task

You bought some items from Zaristar and were very disappointed.

Write a complaint about what happened on the shop web form.

In your complaint, you should:

- describe why you are unhappy with your purchases
- explain what you would like to happen next.

You should aim to write about 200 to 250 words.

(15 marks)

Task 2

To whom it may concern,

I recently purchased a coat, a watch, shoes and a pair of sunglasses from your website and I was not, in fact, amazed at the quality. Something was wrong with every single item which I found to be, while somewhat impressive, absolutely ridiculous.

The coat, which I ordered in size 8, arrived not only in the wrong size (16) but seemed to have been exposed to smoke. It smelt absolutely awful when I tried it on as well as it being stained. The watch was partially smashed on one side due to improper packing. How am I supposed to tell the time when I can't see the second hand of the clock? Additionally, the shoes were mismatched and, to add insult to injury, the sunglasses never even arrived.

I am beyond disappointed. Your website advert says that you are the best online fashion shop yet this experience has been anything but. I expect a full refund on all of my items as well as a complimentary pair of sunglasses to replace the ones that never arrived.

Furthermore, I will never be ordering from your shop again, and I will be letting my friends know about this so they don't make the same mistake.

Yours faithfully,

John Smithy.

Word count - 212

Examiner comments: Pass

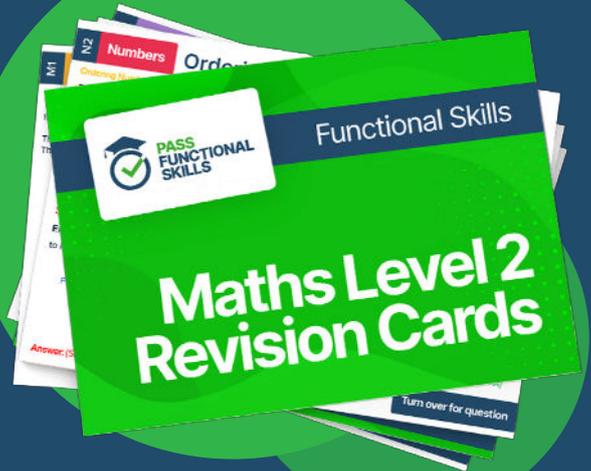
- Uses a range of sentences, including complex sentences, with consistent accuracy.
- Communicates information, ideas and opinions clearly, using detail effectively for purpose and audience to an appropriate length.
- Correct use of grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles), with occasional lapses.
- Correct use of punctuation, (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes), with occasional lapses.



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