



Highfield Qualifications Functional Skills English Level 2 Writing Practice Paper 2

Sample Answers

Task 1

You write for the local newspaper and receive the following leaflet:

Guide dogs provide mobility and freedom to blind and partially sighted people.

Did you know:

- there are nearly 4,800 guide dog owners in the UK;
- the training of a guide dog takes 24 months;
- training costs approximately £34,000;
- a guide dog uses selective disobedience to keep their handler safe; and
- there is no funding available for training.

We rely on volunteers to help train the dogs and make a difference.

Please help others to lead full and enriching lives.

Contact us for more information.

www.theguidedogfoundation.org Tel: 06843 552 179



Guide Dogs

Write an **article** for the newspaper encouraging local people to help the Guide Dog Foundation.

You should take approximately **30 minutes** to complete this task.

Suggested word count 250-300 words.

(27 marks)

Green highlighting - key points from the mark scheme



Sample Answer: Pass

Help **desperately needed** for the Guide Dog Foundation!

Do you want to help others and feel fulfilled in your spare time? Would you like to make a real difference to a blind person's life? Do you love spending time with dogs and have a love for animals? Consider volunteering for the Guide Dog Foundation!

Why do they need volunteers?

There is no funding available for training guide dogs, despite being vital aids for the blind or partially-sighted people. **People like you** are the only way dogs can be trained; **volunteers** with enough time and patience to help train the selective disobedience that is key to the work of a guide dog. The approximate cost of training without volunteers for these beloved helpers is **£34,000 per dog, an overwhelming figure**, and one that blind and partially-sighted people struggle to cover.

What's in it for you?

This is where you come in! By donating either time or money you can make a real difference. **Help** someone **live life** to their full potential with a loving companion by their side today. This is the perfect opportunity to work with a rewarding team of multiple ages and learn new skills. These skills can be implemented on your CV, and massively benefit future employment!

Volunteering is at **an all time high**, with a large amount of the general public looking for meaningful ways to spend their time. I would highly recommend spending it with the Guide Dog Foundation.

Contact details are as follows: www.theguardogfoundation.org, phone number, **06843552179**

Examiner comments:

- Persuasive techniques used
- Complex sentences constructed accurately and consistently
- Information, ideas and opinions conveyed coherently and effectively

Word count: 255



Task 2

You work in the workshop of a manufacturing company. It is a busy area with lots of large machinery. Recently a colleague slipped on a wet floor and was injured. You saw the accident and made these notes:



Write a **report** for your manager explaining what happened and provide suggestions to improve safety in the workshop.

You should take approximately **30 minutes** to complete this task.

(27 marks)

Sample Answer - Pass

Workplace Accident Report

By Joan Smith

- Date of accident: 16/07/22
- Location: Main shop floor
- Accident book filled out: completed 16/07/22 at 12:45pm

I witnessed an accident last week at 10:25am whilst restocking aisle 12. David was walking to the staff room, where he slipped and fell on a patch of water just before entering. This also caused dense items on the shelves to fall and injure him further, including steel tools and technological devices. It was announced that he had obtained a sprained wrist, a dislocated shoulder and small external cuts and bruises.

I believe the accident was due to spilt water from a bottle that was positioned horizontally on a middle shelf. According to the health and safety procedures, this is not only an improper place for a loose bottle, but poses even more danger when left alone. In an area of loud machinery and bulky items, this could have been a lot worse if a first-aider had not arrived on the scene quickly.

Suggestions going forward:

We have not had an official health and safety check for over a year, this needs to be considered more regularly given the type of environment. Additionally, full training should be given to new staff, with refresher courses every 6 months for those who have been employed for longer than one year. In line with health and safety laws, there must be yellow warning signs displayed when the floor is wet to prevent these accidents from happening in future. Lastly, compensation is required for the victim, David, given the severity of his sustained injuries.

In future, more employees being trained as first-aiders would be useful for emergency response time and the ability to help others in the event of such accidents.

Examiner comments:

- Specialist words are used accurately and effectively
- Structural techniques typical of a report are given, bullet points, subheadings etc
- Complex sentences consistently and accurately