

AQA Functional Skills English Level 1 Writing March 2020 Paper

Sample Answers

0 1

You have read this notice through a social media link.

Bramby Spring Festival – Food Competition

As usual we are holding our Spring Festival at Green Park, Bramby, and we need to make plans.

This year we are including a food competition. What a great chance to show off our diverse community!

Send us ideas about your favourite food for friends or family. It doesn't have to be fancy or difficult and we don't want detailed recipes. Just tell us the basics of how to prepare it.

If you're one of the winners, your choice of food will be there on the day and you'll get a prize as well!

Just email your food ideas to: cookalive.brambyfest@email.com

You want to send in your food ideas. Send an email about your food to the cookalive team.

The email should:

- tell the cookalive team what the food is
- say why you have chosen this food
- give basic instructions on how to prepare and eat the food
- be approximately 80 to 120 words.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write clearly and effectively.

[6 marks]
[+ 3 marks for SPaG]

To: cookalive.brambyfest@email.com

Subject: Food competition submission

Hi there,

I would like to put forward pancakes as an idea for the food competition. Since I was young, my grandparents would always make pancakes for breakfast as a special treat on weekends.

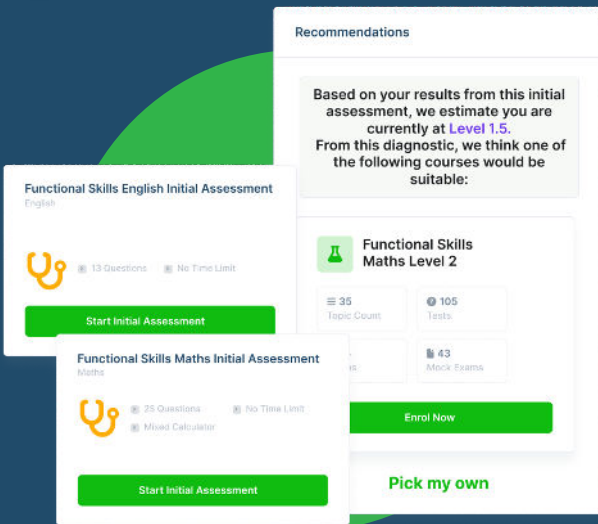
Over the years my grandparents have mastered the recipe, which is very easy, but so tasty. We add flour and eggs to a bowl, then some milk to make it slightly runny. On a medium heat, put a ladleful into a pan and cook them for about two minutes each side so they are brown. They would be perfect for a food festival as you can choose a variety of toppings.

Best wishes,

Anne

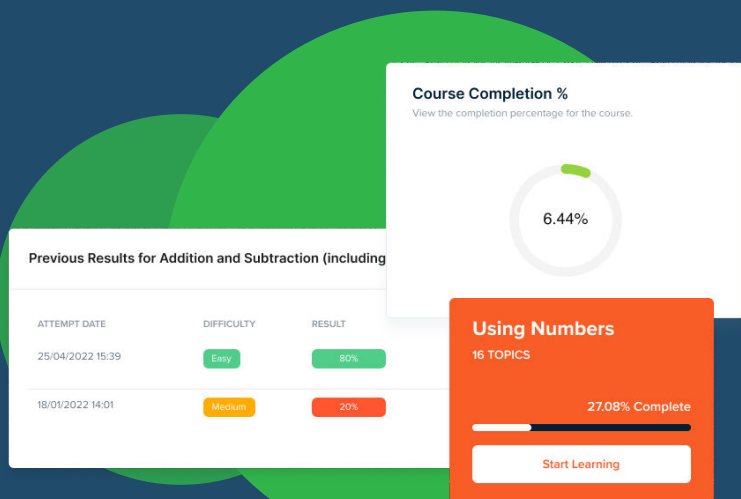
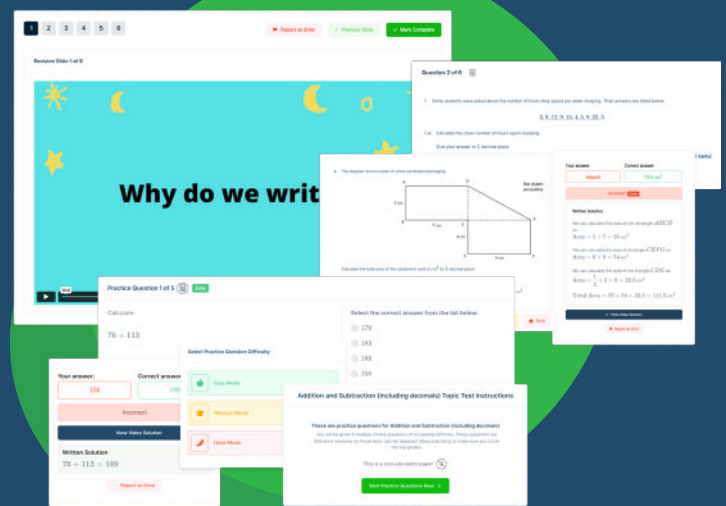


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***Highlighted text** is for important information from the mark scheme

Examiner comments

- Writer uses appropriate tone for the context
- Writer uses a variety of sentence structures
- Writer uses correct formatting for an email, like sender and recipient address

0 2

The following is an advertisement for TreckNation Shoes.



TreckNation Shoes

Where's the best place for shoes?

Our shop has been open for 12 years and we offer the best deals and service in the area.

Come to us for all your trainers and shoes.

Personal service, friendly staff, great prices, great after-care.

Manager: Claudette Lewis
256 High Street, Bramby, BX12 6YY
 claudie.trecknation@email.com

You bought a pair of trainers from TreckNation Shoes but have had to take them back three times.

Write a letter to the manager, Claudette Lewis, to inform her about your problems.

You should:

- explain what is wrong with the trainers
- explain your feelings about how you were treated
- say what you want TreckNation Shoes to do.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

[9 marks]
[+ 9 marks for SPaG]

Alice Potoklas
13 Highgate Way
Bambry
BX16 9DB

Claudette Lewis
256 High Street
Bambry
BX12 6YY

Dear Ms Lewis,

I visited TreckNation Shoes for the first time last week, and I am very disappointed with the service. There were problems each time I received the shoes, meaning it took four times to get the correct pair. With the first pair, the left shoe was a different size to the right one. With the second pair, the shoe size on the box was different to the actual shoes. Lastly, the third pair had marks on them.

On my first two visits, the staff were very friendly and understood my frustration. When I returned the third time, one of your employees was very rude by not letting me explain the situation. Then, when he went to the storeroom, I overheard him talking badly about me to other members of staff.

Firstly, I would propose having a meeting with your staff about customer service and ensure that it remains a professional environment. This situation could also have been avoided if I did not have to return so many times in the first place. So, better organisation of stock would be useful so these issues don't happen again.

I hope that you will consider my suggestions.

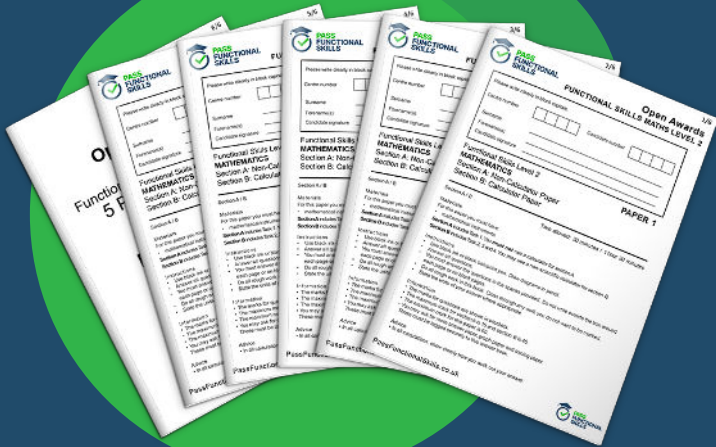
Best regards,
Mrs. Potoklas

***Highlighted text** is for important information from the mark scheme

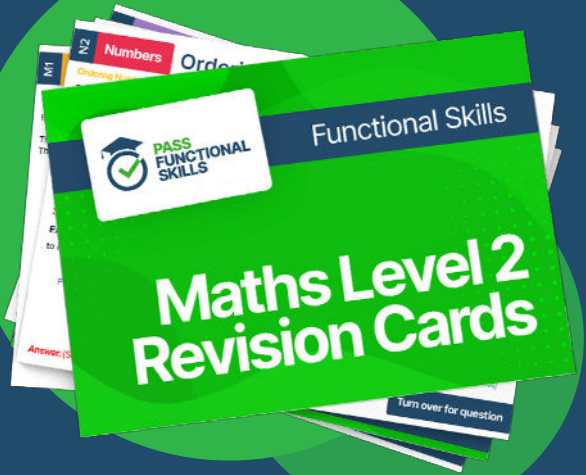
- Correct format for a letter (including address of sender and recipient, as well as formal opening and close)
- Writer addresses each bullet point in the question so full detail is reached
- Includes a range of vocabulary and sentence structures



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