

**Functional Skills
English Writing Assessment
Level 2**

Learner name

Run ID

Learner signature

Centre

Assessment date

Task	Marks Available	1 st Marker	2 nd Marker
1 - Composition	15		
1 - SPaG	12		
2 - Composition	15		
2 - SPaG	12		
Total	54		
Marker Comments			

Instructions to learners

Check that you have the correct paper.

Please complete the information above.

Use black or blue ink. Do not use a pencil.

You may **NOT** use a dictionary.




There are 2 tasks in this assessment. You should attempt **BOTH** tasks.

Total marks available: **54**

You have **1 hour** to complete this assessment.

Task 1

WELCOME TO OUR COMMUNITY AWARDS

<p>THE AWARDS</p> <p> Our annual awards are a celebration of the unsung heroes and heroines, a chance to showcase those that highlight the spirit of our community and the kind and selfless acts that go on every day.</p>
<p>NOMINATING</p> <p> Do you or someone you know go above and beyond for the community? Nominating an individual or group who make a difference in our community will give them the recognition they deserve.</p>
<p>THE EVENT</p> <p> The Community Awards Ceremony will be held at the Guildhall on the 25th June. Awards will be presented by the Lord Mayor.</p>

Write an email to the Community Awards Committee with your nomination of an individual or group who you believe should be rewarded for the contribution they have made to your local community in the previous year. Address your email to commawards@acero.com

In your email you could:

- explain why you are writing
- identify the individual or group you are nominating for an award
- explain why you are nominating them
- describe the contribution they have made to the local community
- persuade the Committee that your nominee(s) is/are deserving of an award.

You should include any other details that you think might be relevant.

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format and structure for purpose and audience
- Conveying clear meaning and establishing cohesion using organisational markers
- Using appropriate language and register for purpose and audience

Task 1 continued

- Constructing complex sentences consistently and accurately, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

(27 marks)

Task 2

You recently trained for and took part in a sponsored event for your favourite charity. You are grateful for the support you received from your peers and work colleagues that enabled you to donate a sum of money to the charity.

Write an article for your college/workplace newsletter about the experience.

In your article you could:

- explain why you are writing
- explain why you chose that particular charity
- describe how you prepared for the sponsored event
- describe what happened on the day of the event
- thank people for their sponsorship.

You should include any other details that you think might be relevant.

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format and structure for purpose and audience
- Conveying clear meaning and establishing cohesion using organisational markers
- Using appropriate language and register for purpose and audience
- Constructing complex sentences consistently and accurately, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

Write between 250 -300 words.

(27 marks)

END OF ASSESSMENT

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