

**AQA**

**Functional Skills Level 2**

**English**


**Writing Examples**



**TURN ME  
OVER!**

# Example One

- 1 You have received the following instructions from your manager at the community centre where you volunteer:

<b>From:</b> aliciatunstall@communitycentremangement.com
<b>Subject:</b> Community BBQ Health and Safety
File Edit View Favourites Tools Help 
Hi Jo, Please could you write a report for our upcoming community centre BBQ about the specific safety hazards related to each part of the day, and how they could be minimised? Please can you send us your report as soon as possible, as we will be using it to help us arrange the day's timetable and organisation. Ideally we want to run a very big event with lots of different food types to suit people's different dietary requirements. We are aiming to maximise community involvement, we just hope the weather stays nice! outline any potential safety hazards and explain some measures which you think we could take to reduce the safety risks involved for people of all ages. Best wishes, Alicia

Write a report for your manager about the Sports day. Your report should be approximately 150 to 200 words.

Remember to:

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

**[6 marks]**  
**[+ 3 marks for SPaG]**

## 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.

# Example Two

- 2 You have been asked by the editor of the local newsletter you work at to write a review of Rushford Community Theatre's most recent performance.



Write a review of the performance you watched, including its strengths and weaknesses. Your report should be approximately 150 to 200 words.

Remember to:

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

**[12 marks]**  
**[+ 9 marks for SPaG]**

### You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
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# Example Three

- 1 A family member sent you the details of a new doctor's surgery which has opened in your area.



Write an email of application to the surgery, and ask to arrange an appointment, explaining your basic health requirements or issues. Your email should be approximately 150 to 200 words.

Remember to:

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

**[6 marks]**  
**[+ 3 marks for SPaG]**

## 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.

# Example Four

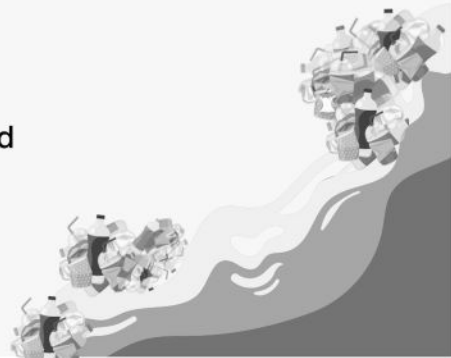
- 2 You are helping to organise the second Big Beach Clean event in Wales.

## THE BIG BEACH CLEAN

The second annual all-day beach clean, spanning across the whole of Wales. Join and you too can be part of our network of over 100,000 amazing volunteers!

There are lots of different roles available:

- organising disposal and sorting
- sorting and recycling of the rubbish collected
- collecting the rubbish
- assessment of safety hazards
- preparing and distributing refreshments
- organising safe journeying to and from sites



You are hoping to secure funding for for the event, to help you buy equipment and marketing from council funds.

Write an email to your local MP about what your group of volunteers will try and accomplish and why you wish to receive funding assistance.

Remember to:

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

**[12 marks]**

**[+ 9 marks for SPaG]**

### You will be assessed on:

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