



City & Guilds

Functional Skills Level 2

English

Writing Examples



**TURN ME
OVER!**

Example One

Question 1

You have been offered an interview for your dream job as head gardener at the park near your house.

- There is a new project aimed at engaging the community which you would be in charge of information about your past experience in gardening
- What are your plans for the garden and how would they benefit the community?
- Why you would be the best candidate for the role?

Your task: Write a letter explaining your qualifications and persuading the garden managers that you would be perfect for the role.

Suggested word count 250-300.

(27 marks)

You may use the space below for planning your answer.

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

Question 2

You work part time, running a blog for your local greengrocers.

- As part of your employment, you get a free box of fruit and vegetables each month.
- You have found that you have been seeing some changes in the way you approach your weekly shopping as a result of this.

Your task: Write a blog post about your experiences with incorporating vegetables into your diet more, and why it is important to support small, local businesses.

Write around 5 to 8 paragraphs.

(27 marks)

You may use the space below for planning your answer.

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
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- Using appropriate format and structure for purpose and audience
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Example Three

Question 3

In the UK in 2020, only 62% of those eligible to vote in the general election did so.

- Why do people choose not to vote?
- Is taking part in the process of voting important?
- What are some potential advantages and disadvantages of taking part in the process?

Your task: Write an article for a student newspaper exploring the issue of voting and why people do not take part.

Suggested word count 250-300 words.

(27 marks)

You may use the space below for planning your answer.

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
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- 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

Question 4

Your work experience placement at 'The Bubbles' aquarium has recently ended.

Your task: Write a formal letter to your supervisor at the aquarium thanking them for their support and the experience.

You could include:

- How the experience has inspired you
- Thanking your supervisor and colleagues
- Which parts of the placement were the most enjoyable
- How you think the placement programme could be improved for future candidates.

The contact details for your supervisor are:

Dr Verity Hoolie, Aquarium Placement Programme Supervisor, The Bubbles Aquarium, Thirlmere Way, Kendal, KE3 5BA

Write around 5 to 8 paragraphs.

(27 marks)

You may use the space below for planning your answer.

You will be assessed on:

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- Using appropriate format and structure for purpose and audience
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