

**Edexcel**

**Functional Skills Level 2**

**English**

**Writing Examples**



**TURN ME  
OVER!**

# Example One

## Task 1 Information

You have been asked to write a report assessing the health and safety of a sports day event at your local community centre.

The organiser of the sports day wants to know about the specific safety hazards related to each part of the day, and how they could be minimised.

Potential hazards could include specific sports and the arrival and departure of participants, and how they could be minimised could include asking people to park in specific areas.

Your report should include sections on:

1. the sports events taking place
  2. any potential hazards
- measures you would recommend

### Your task:

Write a report for the event organiser about the Sports day.

In your report you should:

- describe the events of the day
- outline any potential safety hazards
- explain some measures which could reduce the safety risks

**Write around 5 to 8 paragraphs.**

**(21 marks)**

### 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

## Task 2 Information

### **FARNBOROUGH COMMUNITY GARDEN**

#### Head Gardener Wanted

We are looking for a new Head Gardener to spearhead a new project aimed at engaging the community which you would be in charge of

Visit our website for more information and to see the full job description.

[www.farnboroughcg.co.uk](http://www.farnboroughcg.co.uk)

### **Writing Task:**

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

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

In your letter you should discuss:

- What are your plans for the garden and how would they benefit the community?
- Why you would be the best candidate for the role?

**You should aim to write about 200 to 250 words.**

**(15 marks)**

### **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 Three

## Task 1 Information

Your workplace begins a scheme to encourage employees to cycle to work.

The company wants to create industry links with local companies to support the scheme and increase awareness of it.

Your manager asked you to get in touch with local bike stores and repair shops to ask for donations or any other support they can offer the company.

### Your task:

Write an email to a local bike shop to persuade them to help.

In your email you should:

- describe the cycle to work scheme
- explain how the shop could help
- explain how the shop will also benefit

**You should aim to write about 250 to 300 words.**

**(21 marks)**

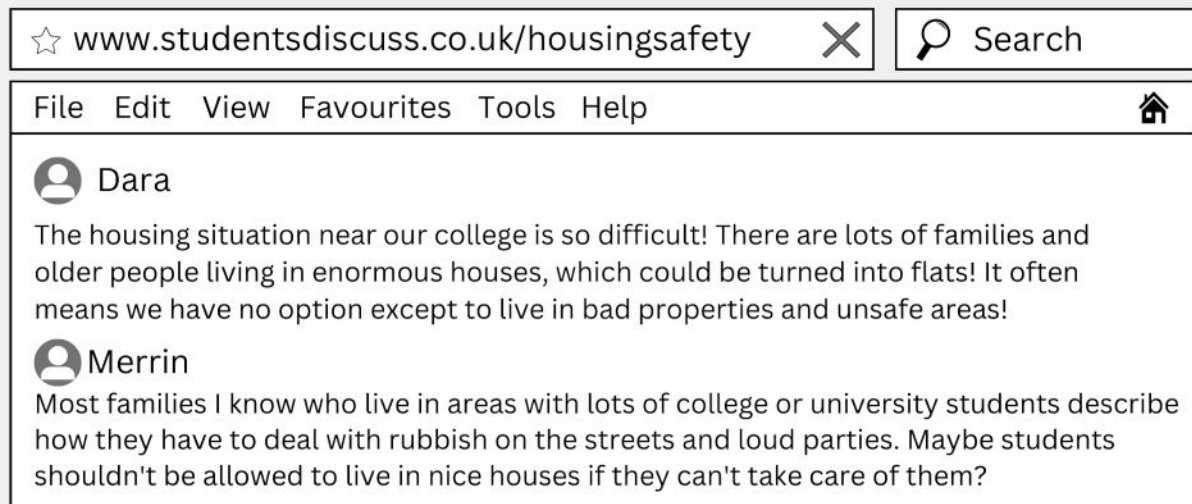
### You will be assessed on:

- 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

## Task 2 Information



The screenshot shows a web browser window with the address bar containing 'www.studentsdiscuss.co.uk/housingsafety'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favourites', 'Tools', and 'Help'. The main content area displays two forum posts. The first post is by 'Dara' and discusses the difficulty of finding housing near a college, mentioning large houses that could be converted into flats and the presence of unsafe areas. The second post is by 'Merrin' and describes the challenges of living in areas with many college or university students, such as rubbish on the streets and loud parties, and questions whether students should be allowed to live in nice houses if they cannot take care of them.

### Writing Task:

Write a contribution to this web forum, and give your opinion on the issue of housing.

In your contribution you should:

- respond to Dara and Merrin's views on housing
- explain in detail your own opinions on housing

**You should aim to write about 200 to 250 words.**

**(15 marks)**

### 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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