



**NCFE**

**Functional Skills Level 2**

**English**

**Writing Examples**



**TURN ME  
OVER!**

# Example One

## Activity 1: Write an email (Marks available 20)

You have seen an job advert for your dream job as one of the head gardeners at the park near your house.

Write an email persuading the recruiter that you should be taken on for the role that:

- Gives detailed explanation of why you would be the best candidate for the role
- uses language that will persuade the recruiter
- uses a suitable format.

**One** document has been provided. The document contains useful information for the activity. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

### Document 1

## **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.

Please include in your email application any relevant information about your past experience in gardening. We would also like to hear about your plans for the garden and how it would benefit the community.

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

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

### 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

## **Activity 2: Write a blog post**

This activity has a possible 22 marks available.

Answer the question in the space provided.

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.

You are planning to write a blog post about your experiences with the greengrocers. In your blog post you should detail your experiences with incorporating vegetables into your diet more, and why it is important to support small, local businesses.

Write the blog post, which should be between 200-300 words.

**[22 marks]**

**You may use the space below for planning and drafting your blog post.**

### **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

## **Activity 1: Write an article**

This activity has a possible 22 marks available.

Answer the question in the space provided.

You read an article about the difficulties faced by those looking for housing, and notice that the housing situation near your college is difficult.

It is often the case that students and individuals on a lower or no income have no option except to live in poorly maintained properties and unsafe areas. You have decided to write an article for your local newspaper in response, detailing your thoughts and opinions on the topic.

Write the article, which should be between 200-300 words.

**[22 marks]**

**You may use the space below for planning and drafting your article.**

### **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

## **Activity 2: Write an advertisement feature**

This activity has a possible 22 marks available.

Answer the question in the space provided.

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 create an advertisement feature to place in the newspaper to inform local bike stores and repair shops that you are looking for donations or other support they could offer the company. In the advertisement you should include information about the cycle to work scheme, explain how the shops and suppliers could help, and how they will also benefit.

Write an advertisement feature, which should be between 200-300 words.

**[22 marks]**

**You may use the space below for planning and drafting your advertisement feature.**

### **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
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