

**Open
Awards**

Functional Skills Level 2

English

Writing Examples



**TURN ME
OVER!**

Example One

Task 1 (30 marks)

Scenario

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

You should mention in your report the sports events taking place, any potential hazards, and the measures you would recommend which could reduce the safety risks.

Write the report. The report should be between 250 and 350 words.

★ 30 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 (30 marks)

Scenario

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. You need to mention what your plans for the garden are, and how would they benefit the community.

The address you have is Farnborough Gardens Head Office, Farnborough, Hampshire, FA3 7EN.

Write the letter.

★ 30 marks

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
- Communicating with appropriate detail and level 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 (30 marks)

Scenario

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 through email, to ask for donations or any other support they can offer the company.

Write the email. You should aim to write about 250 to 350 words.

★ 30 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 (30 marks)

Scenario

You read an article about the difficulties faced by those looking for housing, and notice that the housing situation in your local area is also challenging. Affordable areas are unsafe or poorly looked-after.

You have decided to write an article for your local newspaper in response, detailing your thoughts and opinions on the topic.

Write the article.

★ 30 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.

