
NOCN Functional Skills English Level 2 Writing Sample Paper 1**Sample Answers**

Task 1**WELCOME TO OUR COMMUNITY AWARDS****THE AWARDS**

Our annual awards are a celebration of the unsung heroes and heroines, a chance to showcase those that highlight the spirit of our community and the kind and selfless acts that go on every day.

NOMINATING

Do you or someone you know go above and beyond for the community? Nominating an individual or group who make a difference in our community will give them the recognition they deserve.

THE EVENT

The Community Awards Ceremony will be held at the Guildhall on the 25th June. Awards will be presented by the Lord Mayor.

Write an email to the Community Awards Committee with your nomination of an individual or group who you believe should be rewarded for the contribution they have made to your local community in the previous year. Address your email to commawards@acero.com

In your email you could:

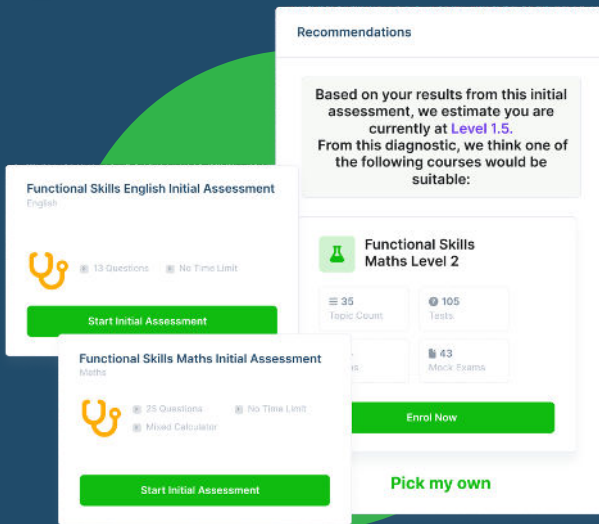
- explain why you are writing
- identify the individual or group you are nominating for an award
- explain why you are nominating them
- describe the contribution they have made to the local community
- persuade the Committee that your nominee(s) is/are deserving of an award.

You should include any other details that you think might be relevant.

Green highlighting - key points from the mark scheme

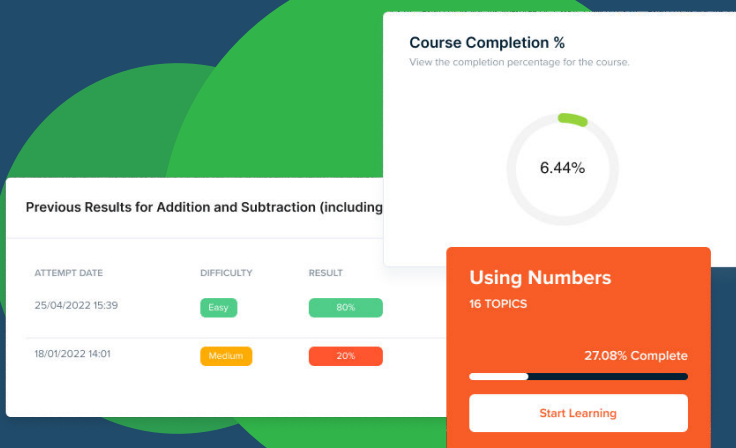
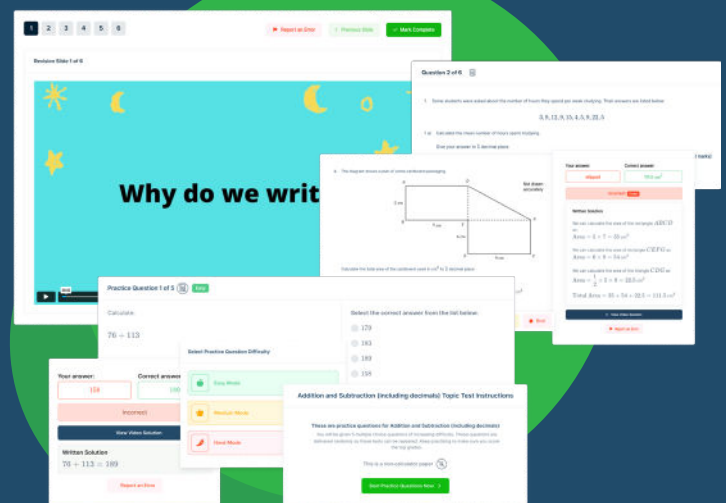


FUNCTIONAL SKILLS ONLINE COURSES



- ✓ Your answers are analysed to determine your Current Level
- ✓ Suggested courses for you to enrol on based on your calculated level
- ✓ Always know the level you are currently working at
- ✓ Determine when you are ready to sit your exam

- ✓ Explainer videos on every topic
- ✓ Quick-fire style multiple choice questions
- ✓ Test your knowledge with exam-style questions
- ✓ Written solutions for all questions



- ✓ See your progress through as you progress through each topic area
- ✓ Get your average scores for practice questions, topic tests and mock exams
- ✓ View all practice question, topic test and mock exam attempts over time
- ✓ View historical attempts to analyse your progress over time

Or visit
passfunctionalskills.co.uk

Sample answer: Pass

To: commawards@acero.com

From: JustinLittlewoods@mailcroc.com

Subject: Nomination for the Community Awards

Dear Members of the Community Awards Committee,

I am writing to nominate Miss Jasmine Leah for the selfless work she has done for our community. Jasmine has contributed the highest number of volunteering hours of any volunteer at the Beeston animal shelter, as well as participating in a charity bike ride and raising over £650 to support Saving the Angels, a children's cancer charity based in London.

Miss Leah is well-known among the vulnerable in the community due to her work as a community health nurse. She is always kind and considerate to her patients, and she deserves recognition for her efforts to care for others.

Despite being only 20 years old, Miss Leah has made a huge impact on the lives of those around her, and she is more than deserving of the award. She brings a smile to everyone she meets, and adds so much value to the everyday lives of our house-bound residents and rescued animals.

I hope that you will consider Jasmine among your top nominees.

Kind regards,

Justin Littlewoods

Word count: 188

Examiner comments:

- Consistently communicates information, ideas and opinions clearly, coherently and effectively.
- Uses suitable organisational features for the text type (email).
- Uses appropriate language and register, including persuasive techniques.
- Is appropriately detailed and an appropriate length for the purpose and audience.

Task 2



You recently trained for and took part in a sponsored event for your favourite charity. You are grateful for the support you received from your peers and work colleagues that enabled you to donate a sum of money to the charity.

Write an article for your college/workplace newsletter about the experience.

In your article you could:

- explain why you are writing
- explain why you chose that particular charity
- describe how you prepared for the sponsored event
- describe what happened on the day of the event
- thank people for their sponsorship.

You should include any other details that you think might be relevant.

Sample Answer - Pass

Waltzing for Wildlife: My Fundraising Experience

Last week, I danced for ten **consecutive** hours to raise money for **KingBirds**, a wildlife charity that protects endangered birds in the Amazon. **I want to thank everyone who donated**, and to give special thanks to Ophelia and Jude, who took time out of their busy schedules to bring me food and water, and check on my welfare.

Why dancing?

I find most forms of movement **utterly dull and exhausting**. Even seeing a runner in the street leaves me out of breath, but dancing is a form of exercise that I can enjoy. Being a couch potato, nobody in the office expected me to succeed. Yet, after several hours of practice, my increasing love of dance came out on top, and **I prepared myself for the nerve-racking 10-hour dance**.

The workout of a lifetime

On the morning of the dance, I was **shaking like a leaf**. I had put in the hours at home, but would it be enough? The first few hours went by and I felt okay. My feet didn't hurt, and I wasn't too tired just yet. The eight-hour mark was a tricky one. **Everything hurt. I mean, everything**. My neck, my back, my legs, and my feet- my poor, poor feet! By the end, I was

delirious and dancing a little like a sad penguin, shuffling on my feet with tears in my eyes. Then Ophelia and Jude burst in, beaming. I had done it.

Why KingBirds?

I adore tropical birds, and live with my two parrots, Polly and Gizmo. I read about the deforestation that is devastating bird populations in the Amazon, and I simply had to do something to save the poor creatures.

I'd like to say a big 'thank you' to everyone who donated!

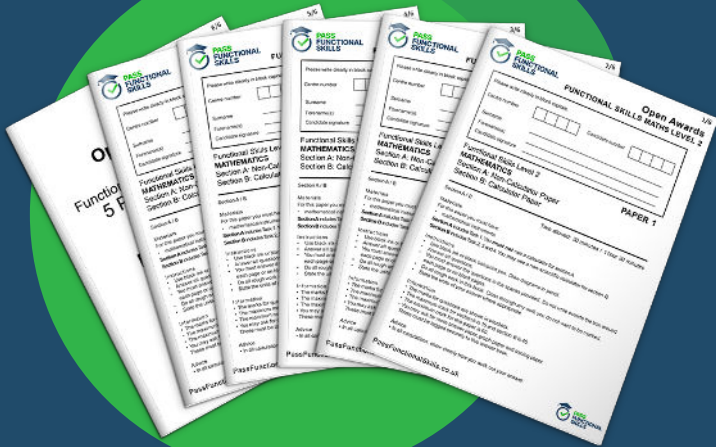
Word count: 295

Examiner comments:

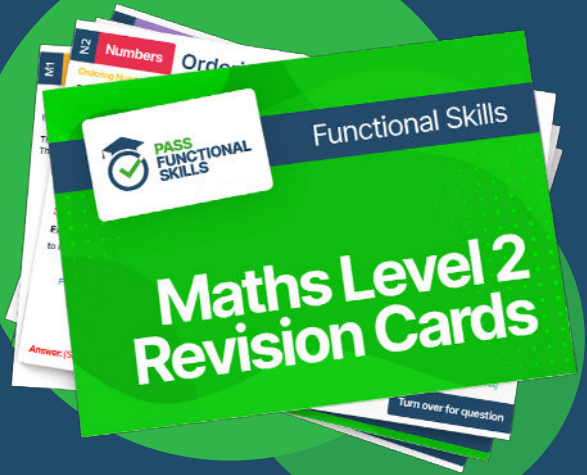
- Appropriately structured, with a heading, subheadings, and paragraphs.
- Consistently constructs complex sentences accurately.
- Ideas are communicated coherently, and effective language techniques such as similes are used.
- Spelling is consistent throughout, and a wide range of punctuation has been used accurately.



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