

# **Functional Skills**

English

Level 2

**Answer Booklet**

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**Paper 1**

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# What is in my Answer Booklet?

**Welcome** to your answer booklet...

We, at **PFS**, have carefully designed this handy **guide** for you to use alongside your **practice papers**.

It includes:

- **Expertly written answers** to all of the questions in your paper.
- A **peek** into what the **examiner** is looking for when they **mark your paper**.
- An **analysis** of **why** this **answer is appropriate** for the question.
- A **detailed guide** which identifies the **vocabulary** you need to use to demonstrate your skills.
- **Mark scheme** comparison for **each answer**, so you can **see exactly** where the **marks** are being **earned**.

By using **all** of these resources, we hope you will do the **best** you can in your **exams**!

**Good Luck,**

## Question Recap

By now you have done the paper and marked your answers. Now it's time to see where you can improve, and what to aim for next time! Read through the questions again, and then look at the next page to see what the highest level answer would look like!



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**Q1)** You are hoping to apply to your dream job.

However, you need to get in touch with the company and ask if you could work from home for a few days each week.

You will need to explain your reasons for this, and how much you would like to be considered for the role.

You will also need to include suggestions of how the situation could help both you and the company, to persuade them to agree.

Write the email.

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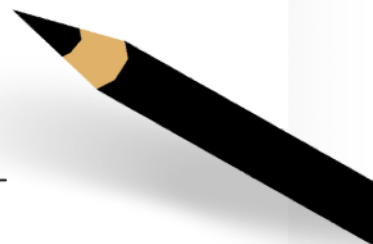
**Q2)** You are giving a presentation in your community centre next week about a local project you are a part of.

You have decided to write a flyer to hand out to people as they arrive, giving them an outline of the project.

You will need to include information about the project, including when it will begin, how it will benefit the community, and how they can get involved.

Write the flyer. It should be between 250 and 300 words.

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**Q1)** You are hoping to apply to your dream job.

However, you need to get in touch with the company and ask if you could work from home for a few days each week.

You will need to explain your reasons for this, and how much you would like to be considered for the role.

You will also need to include suggestions of how the situation could help both you and the company, to persuade them to agree.

Write the email.

**(30 marks)**

**SoS 23:**

Each paragraph introduces a new, but linked idea, and contributes towards the quality of the answer.

**SoS 25:**

The recipient and sender's email addresses, subject line, and appropriate greeting have been included.

To: johnsmith@newjob.com

**SoS 27:**

Formal language has been used where appropriate.

From: dorismarch@gmail.com

Subject: Job negotiation terms

Dear John,

I am delighted to accept your interview offer and look forward to meeting you in the future. I am excited to bring my new skill set to your place of work and think we can do great things in the future.

**SoS 20:**

Past tense is used correctly to add to the detail of the answer.

I would, however, like to discuss alternative working methods before I begin the role. After the initial wave of the COVID-19 pandemic, millions of workers converted their homes into workspaces. I was no different, and have realised the many benefits of working from home.

**SoS 28:**

Sentences are seamlessly linked and often complex.

Working from home cuts down on my commuting costs and times, therefore giving me more energy and focus for my work day. Cutting off this many extraneous hours from my day will greatly improve my work-life balance, resulting in higher productivity both in and out of the office. Furthermore, having more free time due to the lack of a commute means that I could invest valuable time on healthy practices: exercise, eating healthy and spending free time with friends and family. As you can see, the lack of a commute would be invaluable to everyone involved; I would have more of a balance between work and home life and therefore would come to work with more energy and drive to succeed. This is a prospective benefit for both myself and yourself, as the company I am hoping to be part of.

**SoS 22:**

Semi-colon used to join clauses together.

**SoS 22:**

A colon is used correctly to add further information.

Please could you make the following accommodations for me: install programmes on my personal computer and do check-ins to make sure everything is working as it should be throughout the day. While the initial set up will be slightly time consuming, overall the transition should be easy to get used to.

Best regards,

Doris

**SoS 25:**

An appropriate close has been used for an email to someone you are familiar with.



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## Why is this a good response to the task?

The student's answer is a **well-crafted** response to the task set. It appropriately uses **language** to **construct** an **explanatory** and **persuasive** email, whilst ensuring the **tone** remains **formal**. This **demonstrates** the student's **sensitivity** and **awareness** of how to make **textual decisions**, so that the outcome is **appropriate** for the **audience** and **context**.

The answer is also an **effective** and **convincing** piece of writing. **Organisational features** are used correctly to indicate the type of text required, showing a **comprehensive knowledge** of the **layout** required in an **email**.

**Sophisticated language** has also been used to **elevate** the **tone** of the answer, making it **appropriate** for the increased **formality** of a **work setting**, while also **balancing** the **persuasive language techniques** required to convince the reader of the writer's point of view.

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## Where are the marks from?

- SoS 20-** The student uses present, past, and future **tense correctly throughout** the answer. They have also used **complex grammar** such as modality devices express possibility.
- SoS 21-** **Specialist words** have been **spelled correctly** and used with **understanding** by the student, including: 'pandemic', 'install' and 'commute'. Words requiring a hyphen to join concepts and create a new word have been spelled correctly.
- SoS 22-** The student has used **accurate** and **complex punctuation throughout**, including commas, colons, semi-colons and full stops.
- SoS 23-** Each **paragraph** has been **constructed** to address a **different subject matter** in detail, and assists the text in **covering all of the points** which need to be mentioned.
- SoS 24-** The student's **word count** reaches the goal set out in the question, and **all aspects of the brief** are included in content.
- SoS 25-** The **format** of the answer is **correct** for an **email**. The student has included a subject line, email addresses of the sender and recipient, greeting and close, showing thorough understanding.
- SoS 26-** Knowledge of **organisational features** is demonstrated through the student's **appropriate use** of paragraphs and spacing to move between subjects and ideas.
- SoS 27-** The student has used **formal language** and **address**, as is **appropriate** for an email about a potential job offer. 'I am delighted to accept' **demonstrates** awareness of a formal register with a lack of contractions. **Persuasive language** is used when giving opinions about the option of working from home, like hyperbole and emotive language.
- SoS 28-** **Complex sentences** have been **constructed accurately throughout** the student's answer, as have **sentences** of differing length and complexity.
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## Key Words

### Invaluable and Extraneous-

Demonstrates knowledge of, and ability to use, sophisticated vocabulary in place of more basic options.

### Commute-

Specialist vocabulary is used and spelled correctly.

### Delighted-

Well chosen emotive language increases persuasiveness, whilst also remaining appropriately formal.

### Furthermore-

Connectives are used to create a seamless flow of ideas.

## Top Tip

Remember to establish your **aim** and **audience** before writing your answer, so you can adjust the level of **formality**. Writing to a company or other professional establishments means that you need to use **formal** language!



**Q2)** You are giving a presentation in your community centre next week about a local project you are a part of.

You have decided to write a flyer to hand out to people as they arrive, giving them an outline of the project.

You will need to include information about the project, including when it will begin, how it will benefit the community, and how they can get involved.

Write the flyer. It should be between 250 and 300 words.



**SoS 27:**  
Alliteration is another language technique chosen by the student specifically for increased effectiveness. **(30 marks)**

**SoS 23:**  
Opinions are communicated clearly.

**SoS 25:**  
A heading is required for the correct formatting for a flyer or leaflet.

**Community Beach Litter Pick!**

Join us, Chesil Community Group, to help clear up our beloved beach as part of the wider project to clean up our coastline! With the recent high winds and the increased reliance on single-use plastics across the world as a result of the pandemic, litter on the beach has reached critical levels and we will stand for it no longer!

**SoS 25:**  
A subheading is required for the correct formatting for a flyer or leaflet.

**Litter pick details:**

- Time: 10am-2pm
- Location: Chesil Beach
- Date: Wednesday 18/8/2022
- Contact number for main organiser: 09876 123654

**SoS 22:**  
A colon introduces a list.

**SoS 20:**  
Tenses are used appropriately, clearly indicating current rubbish levels.

**SoS 25:**  
Contact details are often included in the formatting of a flyer or leaflet.

**SoS 21:**  
Specialist vocabulary is both used and spelled correctly.

**What's in it for you?**

The benefits of the litter pick for the wider community are innumerable; not only is it a valuable community experience and a chance to meet new, like-minded people, it removes visual pollution. Removal of visual pollution benefits the economy, making tourists more likely to stay and spend money in our town if litter is no longer covering our landscape.

**SoS 27:**  
The use of repetition to draw attention to important information.

**SoS 21:**  
Specialist vocabulary is both used and spelled correctly.

Gloves, litter-picking tools, and recyclable bags will be provided by us. We do recommend wearing older clothes as, despite these protective measures, the outdoors can be unpredictable. Kids are welcome - we even have a smaller litter picker to get them involved in the community from a young age!

**SoS 25:**  
Paragraphs are useful for the correct formatting for a flyer or leaflet.

**Can't make it?**

You can get involved not only through coming to the litter pick on Wednesday the 18th of August, but by joining the Chesil Community Group. Our goal is to benefit the wider community by making it a more pleasant place to live. We do this through projects like the beach clean up, as well as organising social events in the town, creating fundraising opportunities for local charities, and providing services like free, travelling libraries or cycling lessons for the primary school.

**SoS 21:**  
Specialist vocabulary is both used and spelled correctly.

**SoS 28:**  
Complex sentences have been used consistently to deepen the level of detail in the text.

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## Why is this a good response to the task?

The **headings, subheadings, bullet points** and **paragraphing** in this student's answer demonstrates a very strong grasp of **appropriate format** and how **organisational features** can be used to great effect. The **spelling, grammar** and **punctuation** are all **consistently correct**, whilst being **sophisticated**. All of these factors are **tied in well** to the whole answer, and also contribute to its **meaning**, rather than appearing out of place.

This **demonstrates** the student's ability to create an **effective, accurate** and **cohesive** piece of writing in response to the task set and the level of **formality** required. They have also made a **successful effort** to **include** all of the **relevant points** from the **task**, and have used the information to create an **authentic, imaginative**, and **engaging** piece of writing.

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## Where are the marks from?

- SoS 20-** The student uses the **appropriate grammar** and **modality devices** in their answer. **Different tenses** are used, where past and future tense are used when referring to rubbish levels and what will be provided by the organisers.
- SoS 21-** **Specialist words** have been **spelled correctly** by the student, including: 'recyclable', 'litter' and 'visual pollution'.
- SoS 22-** The student has used **accurate** and **complex punctuation throughout**, including semi-colons, exclamation marks and question marks.
- SoS 23-** **Opinions and ideas** are **communicated effectively throughout** by the student- **demonstrating** their competency with using persuasive language techniques.
- SoS 24-** The student's **word count reaches the goal set** out in the question of **250-300 words**.
- SoS 25-** The **format** of the answer is **correct** for a **leaflet**. The student has included a title, subheadings, paragraphs, and the contact details of the main organiser.
- SoS 26-** **Knowledge of organisational markers** is **demonstrated** through the student's **appropriate use** of a bullet point list, subheadings and paragraphs.
- SoS 27-** The student has used **persuasive techniques** in their answer, including repetition, opinion, and emotive language. These have been adjusted to the level of formality appropriately.
- SoS 28-** **Complex sentences** have been **constructed accurately throughout** the student's answer, and they have used **sentences of differing length** and **complexity**.
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### Key Words

#### **Reliance** and **Innumerable-**

Demonstrates knowledge of and ability to use sophisticated language.

#### **Visual pollution-**

Specialist vocabulary is used and spelled correctly.

#### **Critical levels-**

Strong emotive language crafts a specific tone.

#### **Can be unpredictable-**

Modal device is used effectively to demonstrate uncertainty.

#### **Beloved beach-**

Alliteration is used as a persuasive technique.

### Top Tip

This answer shows how you can use **specialist words** to **improve** your writing. It will show the examiner that you are aware of what these mean, whilst adding **credibility** to your writing. Additionally, spelling them correctly will demonstrate even more competence!





"I think of my life as a kind of music, not always good music but still having form and melody."- John Steinbeck