Functional Skills

English

Entry Level 2
Station: Writing
Externally Set Synoptic Assessment

Sample Question

Task 2 (allow around 20 minutes for this task)

Write a short email to a friend who could not come to your party to tell them all about it..

You should tell your friend:

- Who came to your party **(1 mark)**
- How people were dressed for the party **(1 mark)**
- What foods were eaten at party **(1 mark)**
- What you and your friends did at the party **(1 mark)**

Marks for this section **(4 marks)**

There are also marks for:

- Recording and presenting information **(3 marks)**
- Accurate use of complete sentences including common conjunctions **(2 marks)**
- Presentation – awareness of audience **(3 marks)**
- Accurate punctuation and grammar **(3 marks)**
- Accurate spelling **(2 marks)**

Marks for this section **(13 marks)**

There are 17 marks available in total for this task

Use the form on the next page to write your email.

If you wish, use the following lines to put down your ideas before you start to write your email (this will not be marked):

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Please write your email on the next page. You should try and write about 30 words.

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End of Task 2

End of Sample