

Functional Skills English Level 2 Writing (Set 1)

PLEASE SIGN AND DATE BELOW TO CONFIRM DETAILS AND YOU UNDERSTOOD THE INSTRUCTIONS

First name:	Joe
Family name:	Blogs
Student number (ULN):	0
Centre number:	0
Date of birth:	06/05/1972
Signature:	
Today's date:	

Functional Skills - Awarding Consortium

Functional Skills English - Level 2 Writing

PLEASE READ THE TEXT BELOW CAREFULLY BEFORE COMMENCING THE ASSESSMENT

INSTRUCTIONS AND GUIDANCE

- The test includes two tasks.
- The total number of marks is: 30 marks.
- The number of marks available for each question is shown in brackets.
- You have 1 hour (plus 10 minutes reading time) to complete the assessment.
- The invigilator will monitor the time and inform you when the test finishes at which point you must stop working.
- You should attempt to complete both of the tasks.
- You should plan your work carefully and be aware of the time available to complete the assessment.
- You may use notepaper but will only be assessed on work completed on the formal assessment paper.
- You should write on the printed side of the assessment paper only. Work completed on the other side will not be taken into consideration by the marker.
- You may use a standard English dictionary.

The allocation of marks for each task is shown in the table below

Task	Mark
1	15
2	15
Total	30



Task 1	Task 1
Total marks available	15 marks





Your local community leisure centre has recently received funds from the council to improve its facilities and to develop a new range of activities for children, teenagers and adults.

The management has asked local residents to email them with opinions and suggestions about what facilities should be improved and what type of activities they should offer. They have also asked residents to raise any concerns that they may have about the centre.

Q1. Write an email to the manager of your local community centre suggesting how you think they should use the funding. Include any other points about the proposed changes that you think are relevant or important.

You should plan how you are going to write your email and what you think should be included.

You will be assessed on your use of English, including your spelling, punctuation and grammar.

You should aim to write about 350 words.

You should structure and format your work appropriately.

You should use clear, correct English and write in complete sentences.

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(15 marks)









Task 2 Task 2 Total marks available 15 marks



You read recently that the local community garden is being closed permanently.

It has been bought by a company which intends to build a two-level carpark on the site. The company says it will improve access to local shops and lower congestion but others argue that it is all about profit.

The community garden is one of the few 'green spaces' in the area. It is popular with local residents, hosts events throughout the year, and has a range of educational activities for local schools.

You have been asked to write an article for the local residents' newsletter about the closure. This should include details about the garden, issues relating to the proposal, and a conclusion.

Q2. Write an article for the residents' newsletter about the proposal to permanently close the local community garden.

You should try to make your article interesting for your readers, outline key issues, and be persuasive, where appropriate.

You should aim to write about 400 words.

You should use clear, correct English and write in complete sentences.

You should structure and format your work appropriately.

You will be assessed on your use of English, including your spelling, punctuation and grammar.

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(15 marks)









[End of test]

