



Functional Skills English Level 1 Writing (Set 3)

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 1 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



You have signed up to run a 10km fun run next week.

You have decided to raise money to support a charity of your choice.

You are aiming to raise over £1,000 in donations for the charity. You decide to ask friends and family members to sponsor you in the race.

You are going to set up a webpage to help you collect the sponsorship money. The webpage will make it easy for people to give £5, £10, £20 or £50 donations that will go directly to your chosen charity.

You decide to write an email to request sponsors for your charity run.

Q1. Write an email to your family and friends telling them about the 10km run and asking them to sponsor you.

Consider including:

- reasons why you are participating in the fun run
- why you think it is important to raise funds for the charity that you are supporting
- details about how people can donate to the webpage
- any other information that you think might be important

You should aim to write about **300 words**.

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

You will be assessed on your use of English, including your spelling, punctuation and grammar, but it is most important that the meaning is clear.

You should write in your own words as you will not be assessed on text that has been copied directly from the assessment.

You should structure and format your work appropriately.

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Task 2
Total marks available

Task 2
15 marks



You are helping your local council to plan a series of events which are designed to raise awareness about **caring for the environment**.

The programme will offer free workshops to local people on different topics. For example:

- how to recycle and compost at home and at work
- how to cycle safely.

They would also like suggestions about other activities on the same theme which might be of interest to the local community.

The council has asked you to write the content for a leaflet, explaining the new programme.

Q2. Write the text for a leaflet, explaining what is planned for the council's programme about **caring for the environment**.

You should consider including the following information:

- an introduction
- details about why the programme is important
- information about the proposed workshops/events
- any other relevant information

You should aim to write about **300 words**.

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

You will be assessed on your use of English, including your spelling, punctuation and grammar, but it is most important that the meaning is clear.

You should write in your own words as you will not be assessed on text that has been copied directly from the assessment.

You should structure your work appropriately but not spend time on the leaflet's presentation. You will only be assessed on the text.

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(15 marks)







[End of test]

