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Sample Assessment for Functional Skills English Writing Level 1

Have Your Say

Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

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3748-011
Level 1 Functional Skills English Writing
Sample Assessment 2
Have Your Say

City & Guilds

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature*

Exam date (DDMMYYYY)

Centre number

For examiner's use only	
Question	Mark
Total	

General information:

- the duration of this paper is **1 hour, 20 minutes**
- the maximum mark for each question is shown
- the total number of marks available is **50.**

General instructions:

- read each question carefully
- answer **both** questions
- dictionaries, electronic grammar and spell checkers **are** permitted (internet access is **not** permitted).

You will be assessed on:

- writing clearly and coherently, including an appropriate level of detail
- presenting information in a logical sequence
- using language, format and structure suitable for purpose and audience
- using correct grammar, including correct and consistent use of tense
- ensuring written work includes generally accurate punctuation and spelling and that meaning is clear.

***I declare that I have no prior knowledge of the questions in this assessment and that I will not divulge to any person information about the questions.**

Question 1

SUBJECT: The graffiti project

Andrea Simon

From: **Leroy Jenkins** (leroy@greenleyclub.uk)

To: (members@greenleyclub.uk)

Dear Members,

In an attempt to stop the poor graffiti on the large wall of our building, we are considering asking an established graffiti artist to paint the whole wall in a theme of our choice. We were thinking of a theme of friendship. What do you think the theme should be and why?

Is the project a good idea? Would it attract more graffiti elsewhere? How could we pay for it?

Remember, this is your club and your views really matter. Please reply by email as soon as possible.

Many thanks,

Leroy Jenkins

Club Manager

T: 0203 532 9667 | E: follow this link to our website

Your task: is to respond to the email.

Expand on these points:

- Is the project a good idea?
- What do you think the theme should be and why?
- Would it encourage more graffiti in the area?
- How could this be paid for?

(25 marks)

We suggest you write about 200-250 words.

You may use the space below for planning and drafting.

Question 1 – Write your email here.

To:

Subject:

Question 2

Greenley Gazette

Evening DJ sessions, self-defence classes, cookery lessons, gardening groups, social clubs – the list is endless!

It's official – more community projects mean less vandalism and other anti-social behaviour, saving councils thousands!

Your task: is to write a letter to your council about the headline you saw, suggesting they should invest in community projects.

The person to write to is Nicholas Armstrong, Greenley House, Greenley, GR8 1TL.

Include:

- why you are writing
- what sort of community projects you would like
- the advantages of community projects for local people
- the advantages of community projects for the council

(25 marks)

Suggested word count 200-250 words

You may use the space below for planning and drafting.

Question 2 – Write your letter here.

End of Assessment

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