

Functional Skills Level 1 English Writing Sample Paper 5

Question Paper



4748 Level 1 Functional Skills English

Writing

Sample 5

Question Paper



Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

General information:

- The duration of this paper is **1 hour 20 minutes**.
- There are 2 questions.
- The maximum mark for each question is shown.
- The total number of marks available is **54**.

General instructions:

- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers are **not** permitted.

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



Question 1

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 1

Every year, your council gives special awards to ordinary people who help the local community. You know someone who deserves the award. Suggestions should be sent by email to the council.

The person you choose could be:

someone who performed a heroic act (eg rescuing someone or a pet)
someone who runs dance classes
a youth club leader
a crossing patrol warden (eg often known as a lollipop man or lady)
a teacher
a sports coach
or anyone else you think deserves the award.

Your task: write the email to the council. In your email you should explain:

- who the person is
- what do they do in the community
- how the community benefits
- why they are so special and deserve the award.

The person to send the email to is Priti Hassan, and her email address is p.hassan@awardjudge.co.uk

We suggest you write about 250 words.

(27 marks)



You may use the space below for planning and drafting.



6

[illegible]







Question 2

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 2

You were involved in a car accident that was not your fault. Your car was badly damaged and had to be towed away. You also hurt your neck.

Your task: write a report for the car insurance company.

Your report should include:

- where and when the accident occurred
- what happened
- who was at fault
- damage to the car
- your injuries and how your life has been affected.

We suggest you write about 250 words.

(27 marks)



You may use the space below for planning and drafting.

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[illegible]



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End of Assessment



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