

Sample Assessment for Functional Skills English Writing Level 1

The Marathon

Question Paper

Note:

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



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- 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**.

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

- 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.

[illegible]



Question 1

You train at a local gym when it opens at 6am because you plan to run a local marathon to raise money for charity.

Three times in the last week the gym has not opened at 6am and you had to leave without using the gym.

Your task: is to write a letter to the gym manager about the recent problem.

The person to write to is Richard Smith at Fun Fitness, Minerva Way, Elmswell, EL5 2SR.

Expand on these points:

- how it has affected your time, money and fitness
- poor customer service
- reputation of the gym
- suggesting ways the manager could prevent the problem in the future.

(25 marks)

We suggest you write about 200-250 words.





You may use the space below for planning and drafting.






Question 1 – Write your letter here







Question 2

 Reply	From	richard.smith@funfitness.org
	To	member100182@bthotmail.com
	Subject	Complaint

Dear Member

Thank you for your letter. We are sorry that we have not managed to open the gym at the published time, preventing you from training for the marathon. We pride ourselves in offering a fantastic facility that allows those who wish to train at 6am to do so. We will ensure our facilities are fully accessible in the future.

As a way of apology, for every pound you raise running the marathon, the gym will donate 50 pence for your chosen charity.

Yours sincerely
Richard Smith

Your task: is to write an email to your work colleagues using the above response and the points below.

The email address to write to is: allcolleagues@workplace.com

- details of the marathon
- details of the gym's offer
- the charity and why it is important to you
- encouraging people to sponsor you.

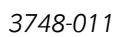
(25 marks)

Suggested word count 200-250 words



You may use the space below for planning and drafting.



Functional Skills English - Writing







End of Assessment





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