City & Guilds

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Sample Assessment for Functional Skills English Writing Level 2

Gaining Experience

Question Paper

Note:

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

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3748-014 Sample Assessment 5
Level 2 Functional Skills English
Writing

Gaining Experience

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.**
- 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).

* **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.**

For examiner's use only	
Question	**Mark**
Total	

Question 1

You work as an events coordinator for 'START A SPORT'.

21 February 09:34 am
From: melaniereid@startasport.com
To: eventscoordinator@startasport.com
Subject: sports facilities

Dear Colleague

As you know, we are looking to expand the 'START A SPORT' campaign and we will require both indoor and outdoor sports and fitness facilities throughout the year. St. Augustine's School in the Perryfields area has some of these facilities we are looking for, and Perryfields has been identified as one of the inner city areas with particularly low levels of sports participation.

I need you to write to the Headteacher, Mrs Janet Green, to persuade her to offer her facilities free of charge. Her email address is janet.green@staugustines.ac.uk
Don't forget, we are a charity. We need use of their facilities in the evenings, weekends and during summer holidays.

Remember that a number of local businesses have funded new equipment. This equipment will be made available for use by students of the school if the Headteacher allows us to use their premises.

Please contact me if you have any queries.

Yours sincerely
Melanie Reid
Campaign Manager

START A SPORT ***encouraging access to sport in inner city communities***
…badminton, tennis, table tennis, basketball, netball, hockey, trampolining, boxing, gymnastics, swimming, volleyball, squash, judo, aerobics, football, cricket, athletics…

Your task is: to prepare a formal email to the school to request the use of their facilities.

(26 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information/ideas concisely, logically and persuasively
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- structuring and formatting information appropriately
- punctuating written text using commas, apostrophes and inverted commas accurately
- ensuring written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.

You may use the space below for planning and drafting.

Question 1 – Write your email here.

To:

Subject:

Question 2

The sport and fitness programme has been very successful and you have seen a vacancy to work overseas as an Events Coordinator for 'START A SPORT'.

For your interview, you have been asked to give a verbal presentation to the interview panel. You will need to outline the skills that you developed in the position, why the programme was successful, what the highlights were, why you would like to work overseas and what you think would work well in another country.

Your task: is to write the complete text for your presentation.

(24 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information on complex subjects clearly and concisely
- using a range of writing styles for different purposes
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- punctuating written text using commas, apostrophes and inverted commas accurately
- ensuring written work is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning in a range of text types.

You may use the space below for planning and drafting.

Question 2 – Write the complete text of your presentation here

End of Assessment

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

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