Functional Skills
Level 1 English Writing
Sample Paper 3

Question Paper

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Level 1 Functional Skills English
Writing
Sample 3

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 **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

Your task: choose **one** of the following topics and write a set of instructions for someone who is brand new to the topic.

- How to load and play a video game.
- How to play a boardgame, for example, Monopoly, Chess, Draughts or Snakes and Ladders.
- How to bake a cake or make a meal.
- How to follow evacuation procedures where you study or work.
- How to learn to ride a bike.
- How to do a trick on a skateboard.
- How to play a game, for example, football or netball.
- How to use social media.
- How to build a snowman.
- How to drive a car.

(27 marks)

Suggested word count 200 – 250 words.

You may use the space below for planning and drafting.

Question 1 – Write your instructions here.

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

At work, you noticed several health and safety hazards and decide to write an email to your manager. The hazards included:

- a missing fire extinguisher
- a fire door propped open
- a blocked fire exit
- people smoking where they are not allowed to smoke.

Your task: write an email to your manager, explaining the following:

- why you are writing
- what you have seen
- the location of each hazard
- what the possible dangers are
- how each hazard should be corrected.

The person to send your email to is James Freeman, and his email address is jfreeman@bth.co.uk

Suggested word count 200 – 250 words.

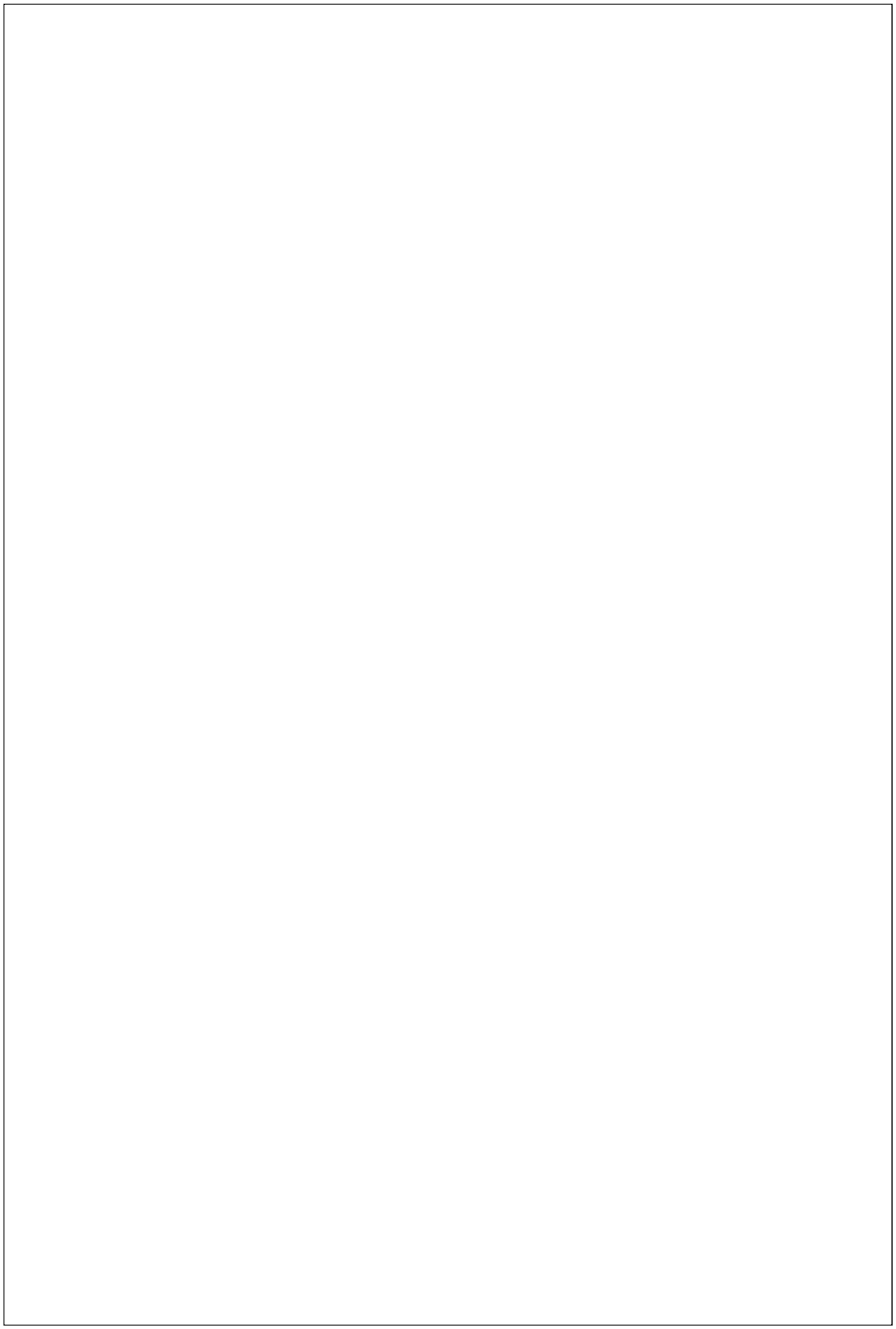
(27 marks)

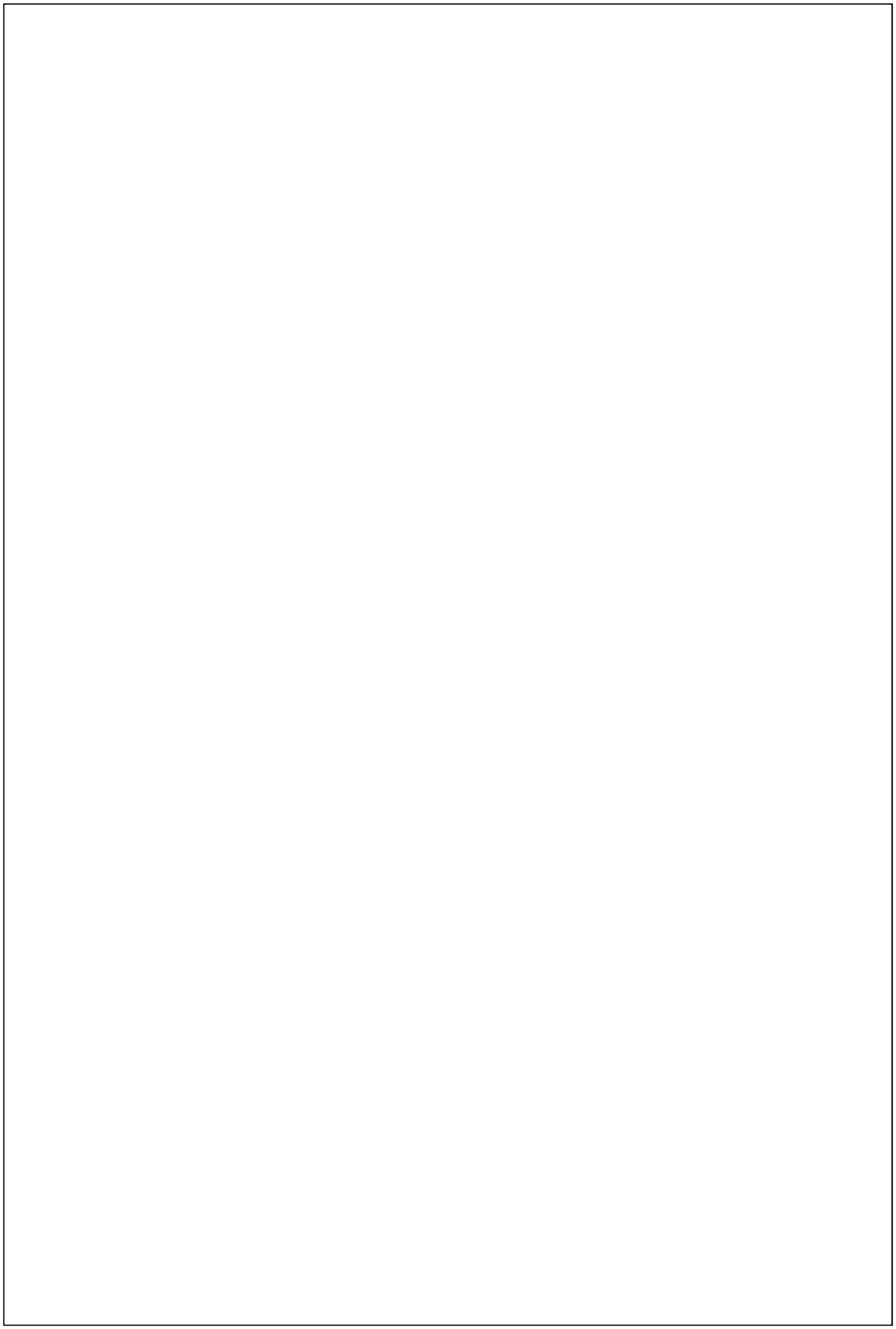
You may use the space below for planning and drafting.

Question 2 – Write your email here.

To:

Subject:





End of Assessment

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