Functional Skills
Level 2 English Writing
Sample Paper 2

City & Guilds
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Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2019. Materials are draft and subject to technical evaluation by Ofqual.

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Level 2 Functional Skills English Writing Sample Paper 2

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 effectively
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format and structure for purpose and audience
- Conveying clear meaning and establishing cohesion using organisational markers
- Using appropriate language and register for purpose and audience
- Constructing complex sentences consistently and accurately, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

Question 1

You have a job working on a youth magazine. You have to write an article based on the title *One thing I would change in this world*.

It might be:

- a specific event in history
- something that is likely to occur in the future
- the invention of a machine or piece of technology
- something more personal to you.

Your task: write the article. You should include:

- explain what you would change
- why do you want to change it?
- how would your life be different?
- how would the world be different?

(27 marks)

Write approximately 300 words

You may use the space below for planning and drafting.

Question 1 – Write your article here.

Question 2

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format and structure for purpose and audience
- Conveying clear meaning and establishing cohesion using organisational markers
- Using appropriate language and register for purpose and audience
- Constructing complex sentences consistently and accurately, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

Question 2

You are fed up with all the litter you see in your area and have an idea about organising a sponsored litter pick to solve the problem and to raise money for charity.

Your task: write an email to your friend, explaining your idea and asking for her help in organising the event.

You should cover the following:

- what the problem is
- why it would be better if the problem was dealt with
- what your idea is and how it would work on the day
- the charity you would like to help
- what you would like your friend to do to help organise the day.

(27 marks)

Suggested word count 250 – 300 words.

You may use the space below for planning and drafting.

Question 2 – Write your email here.

To:

Subject:

End of Assessment

DRAFT

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