Functional Skills
Level 2 English Writing
Sample Paper 3

Question Paper

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Level 2 Functional Skills English Writing Sample paper 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 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 work in the Head Office of a large high street clothes retailer that has many branches throughout England. One of your responsibilities is to visit the company's shops as a mystery shopper and to report back to the Head Office on your experience.

Your task: write a report to give to your Manager about your visit to one of the shops.

Your report should include:

- details of your visit
- appearance and tidiness of the store
- availability of staff to help you
- customer service skills and attitude of the staff
- stock availability.

We suggest you write about 300 words.

(27 marks)

You may use the space below for planning and drafting.

Question 1 – Write your report 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 work for WeSell2U, an online seller of films, books and TV box sets. When a sequel to a film or a book is due to be released, or a new episode of a TV drama is coming out, your company posts a blog explaining what happened previously and describing the main characters.

Your task: write a narrative that outlines the plot of your favourite film, book or an episode of a TV series, to tell potential customers of the WeSell2U website what happened.

We suggest you write about 300 words.

(27 marks)

You may use the space below for planning and drafting.

Question 2 – Write your narrative here.

End of Assessment

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