Functional Skills
Level 2 English Writing
Sample Paper 4

Question Paper

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4748 Level 2 Functional Skills English Writing
Sample 4

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.**
- There are 2 questions.
- 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

One flight from London to South Africa produces as much pollution as each passenger heating their own home for a whole year. Aircraft fuel is one of the biggest causes of global warming and climate change.

Should we reduce the amount we fly?
Should we only take holidays in the UK?
Should the price of plane tickets go up to stop so many people flying?
Are people's rights to have a holiday abroad more important than the planet?

Your task: write an article for a student magazine exploring the issue of so many people flying abroad for holidays and the pollution it causes.

Suggested word count 250 – 300 words.

(27 marks)

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

Your work placement in the marketing department at a theme park has come to an end.

Your task: write a formal letter to the manager of the marketing department to thank them for the experience.

You could cover:

- thanking the manager and the team
- what you found valuable
- which parts you particularly enjoyed
- suggestions to improve the experience for the next work placement candidate
- your goals for your future career.

The person to write to is: Ms Holly Stephens, Marketing Manager, Lakeside Theme Park, Highfield Road, Cranshire, CR6 9JL

Write 5 – 6 paragraphs.

(27 marks)

You may use the space below for planning and drafting.

Question 2 – Write your letter here.

End of Assessment

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