City & Guilds Level 2 Certificate in Essential Skills Communication

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Sample Paper 2

Question Paper

Length of assessment – 1 hour 45 minutes
Total marks available – 50 marks

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

***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.**

Section 1 Reading
In this section:

- There are **25** marks available.
- You must answer all **8** questions.
- You will need source documents for this section. Read the **two** documents and answer the questions in the question paper.
- You do **not** need to write in complete sentences.

Section 2 Writing
In this section:

- There are **25** marks available.
- There are **2** questions. You must answer both questions.

General instructions for both sections

- Please write your answers in blue or black pen.
- Dictionaries **are** permitted.

Section 1 Reading

There are 25 marks available in this section.

General information

- Answer **all 8** questions.
- The maximum mark for each question is shown.

In Section 1:

- You do **not** need to write in complete sentences.
- Dictionaries **are** permitted.

Scenario

Noise in your office has become an issue. You do some research to see if anything can be done and find the following documents:

- a magazine article **(Document 1)**
- a blog **(Document 2).**

Read the documents in the source booklet and answer the questions.

Questions 1 to 3 are about **Document 1**.

1 Which **two** phrases in Document 1 mean the same as asking people to be quiet? **2 marks**

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2 Give **two** layout features used in Document 1 to convey the author's message. **2 marks**

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3 Identify **two** language techniques that make the article more effective and provide an example of each from the text. **4 marks**

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Question 4 is about **Document 2**.

4 Identify **four** phrases in Document 2 that are opinions presented as facts. **4 marks**

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Questions 5 to 8 are about one or both of **Documents 1 and 2**.

5 According to Daniel Kehoe, what are **two** disruptive noises that may come from outside the office? **2 marks**

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6 Contrast the opinions in Documents 1 and 2 about the impact of a noisy office on creativity. **4 marks**

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7 Summarise **four** possible solutions to noise from conversations in Documents 1 and 2. **4 marks**

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8 According to Andrew G Rosen, when can it be useful to have a quiet office? Give **three** answers. **3 marks**

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End of Section 1 Reading

Section 2 Writing

There are 25 marks available in this section.

In Section 2:

- You should write in complete sentences.
- You will be assessed on spelling, punctuation and grammar.
- Dictionaries **are** permitted.

The following marks are available for this section:

	Question 1	**Question 2**
• presenting information and 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	9 marks	6 marks
• 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	10 marks	
Total marks available for Section 2 Writing	**25 marks**	

Question 1

PLANNING PERMISSION FOR LARGE SUPERSTORE
HELP NEEDED TO OVERTURN DECISION

Marbleton Council has granted planning permission for Maddisons to build a large superstore on the outskirts of our village.

This will have an impact on the recreational area that includes the skate park and Marbleton Woods. We need local residents to write to the local council objecting to this proposal and its obvious effects on the natural environment, recreational areas and village facilities.

ACT NOW!
Write to Gloria Stevens, Planning Department, County Hall, Stanton Way, Marbleton, MB2 4AD.

Together we can stop this madness.

Your task: write a formal letter to the council to persuade them to reconsider their decision.

We suggest you write 140 – 200 words.

There are 9 marks available for this question. A further 10 marks are available for accurate spelling, punctuation and grammar across Questions 1 and 2.

You may use the space below for planning and drafting.

Question 1 – Write your letter here

Question 2

A successful campaign has prevented the proposed development and you would like to organise a street party in celebration. You need to let people know when the party will be, to ask for volunteers to help organise it and to ask people to suggest ideas for activities that would encourage the whole village to join in. The easiest way to do this is to send an email to the local residents group.

The email address is: localresidents@gmail.com

Your task is to: write the email

We suggest you write 100 – 120 words.

There are 6 marks available for this question. A further 10 marks are available for accurate spelling, punctuation and grammar across Questions 1 and 2.

You may use the space below for planning and drafting.

Write your email here.

To:

Subject:

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