City & Guilds

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Sample Assessment for Functional Skills English Writing Level 2

New Superstore

Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

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Level 2 Functional Skills English
Writing
Sample Assessment 1

3748-014
New Superstore

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 **65 minutes (including reading time)**.
- The maximum mark for each question is shown.
- The total number of marks available is 50.

General instructions:

- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers **are** permitted (internet access is **not** permitted).

* **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.**

For examiner's use only	
Question	**Mark**
Total	

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.

(26 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information/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
- punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.

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. You would like to publicly thank people who helped the campaign, and to inform them of your idea to organise a street party in celebration. You need people to help organise your street party and suggest ideas and activities that would encourage the whole village to join in.

Your task: write an article for the village magazine.

(24 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information clearly and concisely
- using an appropriate writing style
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning.

You may use the space below for planning and drafting.

Question 2 – Write your article here

End of Assessment

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