



FUNCTIONAL SKILLS MATHS & ENGLISH

LEVEL 1 & 2 EXAMS

Functional Skills Maths & English Exams

Exam Centre is a specialist provider of **Functional Skills** qualifications in **Maths** and **English**, offering **City & Guilds** examinations that are fully regulated and **approved by Ofqual**.

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Islington N1 3PD



020 7288 9020

BOOK YOUR FUNCTIONAL SKILLS EXAM NOW!

TQUK Functional Skills Qualification in English at Level 2

Writing Examination Past Paper 3

Please complete the details below using black or blue ink. Use **BLOCK CAPITALS**.

Learner Name: _____

Learner Number: _____

Date: _____

Centre Name: _____

Instructions

- Read each activity **carefully**
- **Plan** your answer in the **planning box** available for each task
- Write your responses **clearly** in the spaces provided
- Complete **both** activities
- **Check** your responses.

Information

- There are **2** activities in this exam
- There are **27 marks** available for each activity
- The maximum mark for this exam is **54**
- You **will** be assessed on spelling, punctuation and grammar (SPaG)
- You **will not** receive marks for planning.

Items

- You **will** need a pen with black or blue ink
- You are **not** allowed to use a dictionary
- You will **not need** any other stationery or equipment.

Time allowed: 60 minutes

Do not open this examination paper until you are told to do so.

For examiner use only

	Marks available	Marks awarded	Second marks
Activity 1	27		
Activity 2	27		
Total marks	54		

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Past paper

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Past paper

1. Write a set of instructions

A friend has asked for your help.

Your friend wants to complain about the service they received from a local food takeaway. They want your help to make their complaint stand out and make sure they get a full refund.

Write a set of instructions for your friend. The instructions should describe what to include in their complaint and give ideas about the style they should use.

Your set of instructions should be at least 250 words.

[16] Composition
[11] SPaG

Plan (You will not receive marks for planning)

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

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2. Write a letter

You are a college student.

The college want to have uniforms worn by all students, whatever course they are on. College staff want students to share their views. College staff will review letters written by students and make a final decision.

Write a letter to your college. Your letter should explain how you feel about the suggestion and describe the positives or negatives of wearing a uniform.

The address is: Ropeworth College, 77 Hillsworth Road, Ropeworth, R44 5PP

Your letter should be at least 250 words.

[16] Composition
[11] SPaG

Plan (You will not receive marks for planning)

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

Past paper

This is the end of the assessment.



Ready to Take Your Functional Skills Exam?

Exam Centre is offering Ofqual-regulated, City & Guilds approved Functional Skills Maths and English exams; the nationally recognised GCSE grade 4+ (grade C) equivalent. Whether you're sitting for the first time or resitting, we offer flexible exam bookings online and at our centre all year round.

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Functional Skills English Level 1 & 2	Enrol on Course	Book Online Exam	Book London Exam

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