



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 Past Paper 4

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 an email

Your friend lives abroad.

Your friend is considering moving to the UK. They have never moved to a different country before, and they think that moving closer to you might make it easier for them to settle in. They have a partner and two children who would move with them.

Write an email to your friend about your local area. Your email should explain whether it would be a suitable place for your friend to live and describe what jobs are available that they could do.

Your friend's email address is alex.winters@inbox.net

Your email should be at least 250 words.

You can use a real or imagined local area.

[16] Composition
[11] SPaG

Plan (You will not receive marks for planning)

| | | | |
|-----------------|-------------|--------------------------|-------|
| Your answer | | Examiner use only | |
| To: | SEND | | SC20: |
| Subject: | | | SC21: |

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

SC29:

SC30:

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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Past paper

2. Write a letter

You are looking for a job.

You saw an advert online for a role that you really want. The salary and opportunities are better than the job you do now. You feel that you have all the required skills, so you would like to send an application. You want to include a letter as part of your application.

Write a letter to the organisation who are advertising the role. Your letter should describe why you want the role and explain your key skills and experience.

The company's name and address is: Corporate Solutions, 14 Evergreen Lane, South Dartshire, R51 890

Your letter should be at least 250 words.

You can use a real or imagined job role.

[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.

Past Paper



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