



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 (Sample Assessment Paper 1)

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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SAMPLE

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1. Write a letter

You are a local resident.

The local council is opening a new community centre in your town. The council wants to offer different activities each week and would like to find out what residents would like.

Write a letter to the council. Your letter should describe what you would like to see offered and how it will benefit the community.

The address is: Forestwood Council Events, 621 King Street, Forestwood, F67 114

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:

SAMPLE

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

SAMPLE

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

SAMPLE

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

SAMPLE

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SAMPLE

2. Write an email

You want to volunteer in your local area.

The local sports team is looking for volunteers for Saturdays and Sundays. They will welcome visiting teams, prepare for matches at the stadium, help visitors find their seats and clean up. Volunteers will attend matches for free!

Write an email to your friend about the role. Your email should describe the role and explain reasons why you think you should both apply.

Your friend's email address is a.friend@outbound.com

Your email should be at least 250 words.

You can use a real or imagined sports team.

[16] Composition
[11] SPaG

Plan (You will not receive marks for planning)

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

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:



Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

SAMPLE

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

SAMPLE

Your answer

**Examiner
use only**

SC20:

SC21:

SC22:

SC23:

SC24:

SC25:

SC26:

SC27:

SC28:

SAMPLE

This is the end of the assessment.

SAMPLE



Ready to Take Your Functional Skills Exam?

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