



Sample Assessment for Functional Skills English Writing Level 2

Gaining Experience

Question Paper

Note:

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



Question 1

You work as an events coordinator for 'START A SPORT'.



21 February 09:34 am

From: melaniereid@startasport.com

To: eventscoordinator@startasport.com

Subject: sports facilities

Dear Colleague

As you know, we are looking to expand the 'START A SPORT' campaign and we will require both indoor and outdoor sports and fitness facilities throughout the year. St. Augustine's School in the Perryfields area has some of these facilities we are looking for, and Perryfields has been identified as one of the inner city areas with particularly low levels of sports participation.

I need you to write to the Headteacher, Mrs Janet Green, to persuade her to offer her facilities free of charge. Her email address is janet.green@staugustines.ac.uk
Don't forget, we are a charity. We need use of their facilities in the evenings, weekends and during summer holidays.

Remember that a number of local businesses have funded new equipment. This equipment will be made available for use by students of the school if the Headteacher allows us to use their premises.

Please contact me if you have any queries.

Yours sincerely
Melanie Reid
Campaign Manager

START A SPORT *encouraging access to sport in inner city communities*

...badminton, tennis, table tennis, basketball, netball, hockey, trampolining, boxing, gymnastics, swimming, volleyball, squash, judo, aerobics, football, cricket, athletics...

Your task is: to prepare a formal email to the school to request the use of their facilities.

(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 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.



You may use the space below for planning and drafting.



Question 1 – Write your email here.

The image shows a stylized email composition window. At the top right of the header bar are three window control icons: a minus sign, a square, and a cross. Below the header bar, on the left, is a small icon of an open book next to the text "To:". To the right of this is a wide, empty rectangular input field. Below the "To:" field is the text "Subject:" followed by another wide, empty rectangular input field. The main body of the email is a large white area with horizontal dotted lines for writing, extending from below the subject field to the bottom of the window frame.



A large rectangular area with a solid black border, containing 25 horizontal dotted lines for writing.





A large rectangular writing area with a double-line border. The interior is filled with horizontal dotted lines, providing a guide for handwriting practice.





Question 2

The sport and fitness programme has been very successful and you have seen a vacancy to work overseas as an Events Coordinator for 'START A SPORT'.

For your interview, you have been asked to give a verbal presentation to the interview panel. You will need to outline the skills that you developed in the position, why the programme was successful, what the highlights were, why you would like to work overseas and what you think would work well in another country.

Your task: is to write the complete text for your presentation.

(24 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information on complex subjects clearly and concisely
- using a range of writing styles for different purposes
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- 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 supports clear meaning in a range of text types.





You may use the space below for planning and drafting.





Dotted lines for writing





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