

# Sample Assessment for Functional Skills English Writing Level 1

## The Marathon

### Question Paper

**Note:**

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





## Question 1

You train at a local gym when it opens at 6am because you plan to run a local marathon to raise money for charity.

Three times in the last week the gym has not opened at 6am and you had to leave without using the gym.

**Your task:** is to write a letter to the gym manager about the recent problem.

The person to write to is Richard Smith at Fun Fitness, Minerva Way, Elmswell, EL5 2SR.

Expand on these points:

- how it has affected your time, money and fitness
- poor customer service
- reputation of the gym
- suggesting ways the manager could prevent the problem in the future.

**(25 marks)**

**We suggest you write about 200-250 words.**



You may use the space below for planning and drafting.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to use for planning and drafting their response.



## Question 1 – Write your letter here


A series of horizontal dotted lines for writing.







## Question 2

 Reply	<b>From</b>	richard.smith@funfitness.org
	<b>To</b>	member100182@bthotmail.com
	<b>Subject</b>	Complaint

**Dear Member**

**Thank you for your letter. We are sorry that we have not managed to open the gym at the published time, preventing you from training for the marathon. We pride ourselves in offering a fantastic facility that allows those who wish to train at 6am to do so. We will ensure our facilities are fully accessible in the future.**

**As a way of apology, for every pound you raise running the marathon, the gym will donate 50 pence for your chosen charity.**

**Yours sincerely**  
*Richard Smith*

**Your task:** is to write an email to your work colleagues using the above response and the points below.

The email address to write to is: allcolleagues@workplace.com

- details of the marathon
- details of the gym's offer
- the charity and why it is important to you
- encouraging people to sponsor you.

**(25 marks)**

**Suggested word count 200-250 words**





You may use the space below for planning and drafting.







A large rectangular area with a double-line border, containing 25 horizontal dotted lines for writing.





A large rectangular area with a double-line border, containing numerous horizontal dotted lines for writing.





## End of Assessment





**This page is intentionally blank**





---

**Published by City & Guilds  
1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)844 543 0000  
F +44 (0)20 7294 2413  
[www.cityandguilds.com](http://www.cityandguilds.com)**

**City & Guilds is a registered charity  
established to promote education  
and training**

