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Sample Assessment for Functional Skills English Writing Level 2

Publishing Job

Question Paper

Note:

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

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3748-014 Sample Assessment 6
Level 2 Functional Skills English
Writing

Publishing job

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

General information:

- The duration of this paper is **1 hour, 20 minutes.**
- The maximum mark for each question is shown.
- The total number of marks available is 50.

General instructions:

- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers **are** permitted (internet access is **not** permitted).

* **I declare that I have no prior knowledge of the questions in this assessment and that I will not divulge to any person information about the questions.**

For examiner's use only	
Question	**Mark**
Total	

Question 1

10 September 11:34 am
From: editorinchief@bindinghouse.com
To: publicist@bindinghouse.com
Subject: Bookshop event

Good morning,

I wanted to congratulate you on your first week at Binding House Publishing. I hope you are settling in well.

As part of your role as Book Publicist, we need you to persuade bookshops to hold events that will promote our authors and their books, such as talks by the authors and book signings. To begin with, please could you write a formal letter to Bookcases, convincing them to hold a promotional event with the hugely successful Mary Cherry.

We have just released Mary's second book, Cherry On Top, which we think the public will love, and we believe that a bookshop event will really help to get people talking about it.

You will need to decide what kind of event you would like to hold and convince Bookcases that the event will not only be popular but will also benefit their shop. Don't forget to tell them a little about the author and her book.

Mary Cherry is free any Wednesday or Thursday evening from 5pm.

The manager of Bookcases is Peter Gray and the address is 7 High Street, Stanton, ST15 1FY.
Good luck!

Kind regards,
Anil Kumar
Editor-in-Chief, Binding House Publishing

Your task: is to write the letter.

(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 letter here

Question 2

As a new employee at Binding House Publishing, the editor is interested in your views on the future of books and has asked you to write a brief report. He is particularly interested in whether you think young people read more or less now than they used to, why you think this might be the case, how publishers can make books more appealing, whether the future is electronic or paper based publishing and what recommendations you would make to Binding House Publishing.

Your task: is to write a report.

(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.

Question 2 – Write your report here

End of Assessment

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