

SKILLSFIRST LEVEL 1 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH: WRITING

QUESTION AND ANSWER PAPER SAMPLE ASSESSMENT MATERIAL

There are **two** tasks in this assessment.

30 marks are available for each task.

Total marks available: **60**

Time limit: **1 HOUR**

You will be assessed in each task on your spelling, punctuation, grammar and writing composition.

You need:

- this question and answer paper.
- a pen with black or blue ink.

You must **NOT** use a dictionary.

Do not open this paper until you are told to do so by the invigilator.

Instructions

1. Please sign and date below to confirm that your details are correct and that you have understood the instructions.
 2. Read each task carefully.
 3. Plan your work carefully and be aware of the time available.
 4. Complete each task in the space provided on this question paper.
 5. If you have time, check your work at the end.
 6. If you use extra paper, make sure it has your name and learner number on it and that it is securely attached to this answer booklet.
 7. At the end of the test, hand this question paper and all notes to the invigilator.
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Learner full name:

Skillsfirst Learner number: Centre number:

Learner signature: Date:

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Task 1 (30 marks)

You work for a company called Tasty Fusion. They are going to open a new restaurant in your area. They have asked you to write an advertisement to go in the local newspaper.

In the advertisement you should mention

- the name and type of restaurant, and where it is
- the opening times and contact details
- reasons why people should eat there
- the special offers available during the opening week.

Write the advertisement. The advertisement should be between 150 and 250 words.

You will be assessed on your ability to

- communicate information, ideas and opinions clearly, coherently and accurately
- write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience
- use format, structure and language appropriate of audience and purpose
- write consistently and accurately in complex sentences, using paragraphs where appropriate
- use a range of punctuation correctly
- use correct grammar
- spell words used most often in work, study and daily life, including specialist words.

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Task 2 (30 marks)

You were due to fly home today from a holiday. Unfortunately, your flight has been cancelled. You are worried because you are supposed to go back to work tomorrow.

You have decided to write an email to your boss, Michael Western, (michael@westernltd.coz). In your email you should

- explain what has happened and apologise
- tell him when you expect to be back
- suggest ways you could make up for being late back to work.

Write the email.

You will be assessed on your ability to

- communicate information, ideas and opinions clearly, coherently and accurately
- write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience
- use format, structure and language appropriate of audience and purpose
- write consistently and accurately in complex sentences, using paragraphs where appropriate
- use a range of punctuation correctly
- use correct grammar
- spell words used most often in work, study and daily life, including specialist words.

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