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Sample Assessment for Functional Skills English Writing Level 2

Nuisance and Hazards

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 7
Level 2 Functional Skills English
Writing

Nuisance and Hazards

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

23 October 11:34 am
From: sowmitharani@elderlycare.com
To: colleague@elderlycare.com
Subject: report on disturbances

Dear Colleague

I hope you are enjoying your work placement here in our care home for the elderly.

As you know, a large pub has opened next door and it has a late licence until 2.00am. Following our initial complaint to the council, they have asked us to compile a report. This would be a useful exercise for you to complete on your work placement. The residents are still complaining that they are finding it very hard to sleep, and are continually woken up by shouting, car doors slamming and the noise of the staff emptying the bottle bins late at night. There is also an issue with the mess that is left behind.

You need to be clear in your introduction what your purpose is. The council will need to know how and over what period of time we have monitored the disturbances. If the council are going to take any action they will need to know our findings (ie the details of the problem), the effect on the residents and what our recommendations would be.

I look forward to reading the report.

Kind regards
Sowmitha Rani
Care Manager

Your task: is to write the 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 1 – Write your report here.

Question 2

Your college is located on a busy road and the nearest pedestrian crossing is 400 metres away. You asked the council to install a pedestrian crossing but they will only consider it if you can demonstrate a lot of support for your idea.

You decide to give a speech to your fellow class mates to persuade them to support you in your campaign and tell them how they can help.

Your task: is to write the complete text of the speech.

(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 2 – Write the complete text of your speech here

End of Assessment

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