

Functional Skills Level 1 English Writing Sample Paper 6

Question Paper



4748 Level 1 Functional Skills English
Writing
Sample 6
Question Paper



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**.
- There are 2 questions.
- The maximum mark for each question is shown.
- The total number of marks available is **54**.

General instructions:

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

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



Question 1

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 1

Your neighbour has been causing a nuisance because of anti-social behaviour.

This includes playing loud music until very early in the morning, allowing his dog to bark outside during the night, and holding parties in the week that go on very late.

Your task: write a letter to the council to inform them about the anti-social behaviour.

In your letter you should cover the following points:

- why you are writing
- describing his behaviour
- why you think his behaviour is wrong
- the effect of his behaviour on you and others in your household
- what you would like the council to do.

The address to write to is: Council Housing Department, 24 Reaside Close, Hamford, HR2 6JR

We suggest you write about 250 words.

(27 marks)



You may use the space below for planning and drafting.



This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting or typing. There are no margins, text, or other markings on the page.

7

[illegible]



Handwriting practice lines consisting of 24 horizontal dotted lines.



.....

.....

.....

.....

.....

.....

Question 2

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 2

A website is researching how people of different age groups spend their time at weekends. You decide to take part in the research. You have to write about your typical weekend day.

Your task: write a narrative for the editor of the website. You may wish to include the following points:

- when your day starts (are you an early or late riser?)
- who you spend your time with
- any jobs or tasks you need to complete
- what you do in your free time during the day
- what you do in the evening.

We suggest you write about 250 words.

(27 marks)



You may use the space below for planning and drafting.



This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

[illegible]

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting or typing. There are no margins, text, or other markings on the page.

[illegible]

End of Assessment

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

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

This page is intentionally blank

