



Functional Skills Level 2 English Writing Sample Paper 6



A City & Guilds Group Business

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Question Paper



4748 Level 2 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 effectively
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format and structure for purpose and audience
- Conveying clear meaning and establishing cohesion using organisational markers
- Using appropriate language and register for purpose and audience
- Constructing complex sentences consistently and accurately, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.





Question 1

Your council provides free after-school music clubs for pupils to learn to play instruments and join bands or orchestras. The council has announced that these will no longer be free but will cost £48 per month.

Your task: write a letter to the Head of School Music Services, asking them to change their decision and explaining why you think it is wrong to start charging a fee.

You should include details about the following:

- how the clubs provide opportunities to people
- how important music is in communities
- how it is the poorest families that will be most affected
- the effect on the pupils themselves
- possible ways to save money or raise funds.

The person to write to is Mrs Jean Gibbons. The address is School Music Services, Stanton Council, Limes Road, Stanton, ST2 5FR.

Write approximately 300 words.

(27 marks)





You may use the space below for planning and drafting.





Question 1 – Write your letter here.

[illegible]



Handwriting practice lines consisting of 25 horizontal dotted lines.







Handwriting practice lines consisting of 25 horizontal dotted lines.





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Question 2

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format and structure for purpose and audience
- Conveying clear meaning and establishing cohesion using organisational markers
- Using appropriate language and register for purpose and audience
- Constructing complex sentences consistently and accurately, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.





Question 2

You work for a lifestyle magazine aimed at young adults.

Your task: write an article for the magazine exploring the popularity of tattoos.

Your article should consider the following:

- Your own viewpoint about tattoos – are they good or bad?
- Is the age restriction of 18+ right or wrong?
- Do tattoos stop people applying for or being offered certain jobs?
- Do others make judgements about people with tattoos?
- Do people regret them?

We suggest you write about 300 words.

(27 marks)





You may use the space below for planning and drafting.





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[illegible]



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Handwriting practice lines consisting of 25 horizontal dotted lines.



This image shows a full page of a document template designed for handwriting practice or general note-taking. It consists of approximately 28 evenly spaced horizontal dotted lines across the entire width of the page. The background is plain white, and there are no margins, headers, footers, or other markings present.

End of Assessment





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