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Sample Assessment for Functional Skills English Writing Level 2

Festival

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
Level 2 Functional Skills English
Writing
Sample Assessment 2
Festival

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

Wanted.....

Fun loving festival fans to work for the weekend at the Amerleigh Family Festival

Amerleigh Family Festival is a popular and critically acclaimed music festival providing entertainment for the whole family. In addition to the main stages, there will be smaller fringe stages and workshops for all age groups and musical tastes.

We are looking for people to work in a number of different roles. We need security stewards, childcare workers for the children's tent, bar and waiting staff for the catering areas, cleaners and litter pickers.

On top of the competitive hourly rate we offer, you will also get accommodation and all meals, and most importantly, you can access any of the music or entertainment areas during your breaks.

If you are prepared to work hard and are available from the 20th to 22nd August, then apply in writing telling us about yourself, explaining why you are suitable for a particular role, and any relevant experience you have had. Persuade us to employ you!

Please write to John James, Festival Organiser, Amerleigh House, Amerleigh AM3 32Y

Your task: is to write a letter of application in response to the advertisement above.

(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 text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing 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

You worked at the festival in your chosen role and really enjoyed the experience. The festival organiser has asked you to write an article for their website to help encourage people to apply to work at next year's festival. She is keen for you to advertise the fun elements and benefits of working at the festival.

Your task: is to write an article for the festival's website.

(24 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information clearly and concisely
- using an appropriate writing style
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning.

Question 2 – Write your article here

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