

Functional Skills Level 1 English Writing Sample Paper 1

Question Paper



A City & Guilds Group Business

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Level 1 Functional Skills English

Writing

Sample Paper 1



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 **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 task: write a report for people who are not technology experts explaining how technology (for example mobile phones, internet, social media, apps) benefits society.

In your report you may wish to include the following points:

- technology in personal life
- technology in business
- technology in the world as a whole
- what life could be like without modern technology.

(27 marks)

Suggested word count 200 – 250 words.

You may use the space below for planning and drafting.



Question 1 – Write your report here.











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

You buy a new computer from a shop in town, A-Z Technology Supplies. It stops working soon afterwards. When you contact the shop they are unhelpful, do not offer to repair or exchange it or give a refund.

Your task: write a letter of complaint to the shop manager. In your letter you should explain

- why you are writing
- what is wrong with the computer
- how the shop responded when you contacted them
- what action you would like the shop to take.

The person to write to is Mr Peter Jeffries, Managing Director, A-Z Technology Supplies, London Road, Manchester, M10 7JP.

Include all relevant details in your letter.

(27 marks)

You may use the space below for planning and drafting.



Question 2 – Write your letter here.







End of Assessment