# City & Guilds Level 2 Certificate in Essential Skills Communication

## Sample Paper 5

**Length of assessment: 1 hour 45 minutes**
**Total marks available: 50 marks**

Candidate name (first, last)

First

Last

Candidate enrolment number

Date of birth (DDMMYYYY)

Gender (M/F)

Assessment date (DDMMYYYY)

Centre number

Candidate signature and declaration*

- If any additional answer sheets are used, enter the additional number of pages in this box. 0 0
- Please ensure that you **staple** additional answer sheets to the **back** of this answer booklet, clearly labelling them with your full name, enrolment number, centre number and qualification number in BLOCK CAPITALS.
- All candidates need to use a **black/blue pen. Do not** use a pencil or gel pen.
- If provided with source documents, these documents **will not** be returned to City & Guilds, and will be shredded. **Do not** write on the source documents.

***I declare that I had no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.**

**Section 1 Reading**
**In this section:**
- There are **25** marks available.
- You must answer all **8** questions.
- You will need source documents for this section. Read the **two** documents and answer the questions in the question paper.
- You do **not** need to write in complete sentences.

**Section 2 Writing**
**In this section:**
- There are **25** marks available.
- There are **2** questions. You must answer both questions.

**General instructions for both sections**
Please write your answers in blue or black pen.
Dictionaries **are** permitted.

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## Section 1 Reading

## There are 25 marks available in this section.

**General information**

- Answer **all 8** questions.
- The maximum mark for each question is shown.

**In section 1:**

- You do **not** need to write in complete sentences.
- Dictionaries **are** permitted.

**Scenario**

Your band has recorded an album and you need to research the options for releasing and selling it. You read the following **two** documents:

- a web page **(Document 1)**
- an information leaflet **(Document 2).**

Read the documents in the source booklet and answer the questions.

Question 1 is about **Document 1**.

1 Identify **two** ways the document has been laid out to aid the reader's understanding. **2 marks**

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Questions 2 and 3 are about **Document 2**.

2 Identify **four** phrases in Document 2 which mean to achieve success. **4 marks**

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3 Identify **two** language techniques which make Document 2 suitable for its intended purpose and audience. Give an example from the text for each technique. **4 marks**

Identified technique

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Example

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Identified technique

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Example

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Questions 4 to 8 are about one or both of **Documents 1 and 2**.

4 According to the web page, what are **three** contracts a band is advised to negotiate between its members? **3 marks**

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5 According to Documents 1 and 2, who are you advised to exclude from any on-going royalty payments? Give **four** examples. **4 marks**

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6 What are **two** pieces of advice about maximising sales that are in both Documents 1 and 2? **2 marks**

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7 According to Vicky Hoops, what are **two** reasons a band might need to obtain permission to release a record? **2 marks**

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8 Compare the advice given about managers in Documents 1 and 2. **4 marks**

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**End of Section 1 Reading**

## Section 2 Writing

**There are 25 marks available in this section.**

**In section 2:**

- You should write in complete sentences.
- You will be assessed on spelling, punctuation and grammar.
- Dictionaries **are** permitted.

The following marks are available for this section:

| | **Question 1** | **Question 2** |
|---|---|---|
| • presenting information and ideas concisely logically and persuasively<br>• using a range of sentence structures including complex sentences and paragraphs to organise written communication effectively<br>• structuring and formatting information appropriately | 9 marks | 6 marks |
| • punctuating written text using commas, apostrophes and inverted commas accurately<br>• ensuring written work is fit for purpose and audience with accurate spelling and grammar that support clear meaning | 10 marks | |
| **Total marks available for Section 2 Writing** | **25 marks** | |

## Question 1

# STANTON-ON-SEA
## TOURIST BOARD

**Thank you for visiting Stanton-On-Sea, the hidden gem of the North. We feel sure you will have had a fantastic time on our award-winning beach, or visiting our historic marketplace and many art galleries, or enjoying the fantastic amusement park and lively nightlife.**

**Before you leave, why not enter our competition to win a week's stay for two people in a 4 star hotel here in Stanton-On-Sea? We will also include £1200 spending money!**

**All we want you to do is to write an article of 140-200 words for a national tourist magazine persuading people to visit this great place. The winning entry will be the one that best reflects the variety of things to do in our fabulous town and the varied types of accommodation to suit all budgets.**

**Entries should be handed in to the tourist board.**

**Your task**: write your article to enter the competition.

**We suggest you write 140-200 words.**

**There are 9 marks available for this question. A further 10 marks are available for accurate spelling, punctuation and grammar across questions 1 and 2.**

You may use the space below for planning and drafting.

**Question 1 - write your article here.**

## Question 2

You went on a two week holiday with friends to Italy. Unfortunately, your suitcase did not arrive at the airport baggage reclaim point and was not returned to you until you were back home. You had to spend a lot of time trying to trace your suitcase without any help from your resort rep, and used a significant amount of your spending money replacing the contents.

**Your task**: write a letter of complaint to the holiday company, outlining the lack of customer service, the hardships this caused to you and your friends and asking them to pay you suitable compensation.

Write to Jennifer Craig, Dream Destinations, 6 Drumoak Shopping Centre, Carryduff, BT64 1RR.

**We suggest you write 100-120 words.**

**There are 6 marks available for this question. A further 10 marks are available for accurate spelling, punctuation and grammar across questions 1 and 2.**

You may use the space below for planning and drafting.

**Question 2 - write your letter here.**

**End of Section 2 Writing**