



Functional Skills – English Level 1 Writing Assessment Paper

Time Allowance 1 hour



2793-004-2

You need

- A pen – black or blue ink
- Dictionary

Candidate Instructions

- Do not open the paper until you are told to do so
- Answer all questions in the space provided
- You may use a dictionary

Information

- There are two tasks to complete, each task carries 15 marks

Candidate Guidance

- You are advised to work through the paper steadily allocating equal amounts of time to each question
- At the end, check you have all your work and put it together with your cover sheet
- If you have used additional sheets make sure your name is written on each sheet and that they are included with your work

THE FOLLOWING DETAILS MUST BE COMPLETED
Centre Name
Surname/Family Name
First Forename
Unique Learner Number (ULN) if known
Date of Birth
Date of Assessment
Candidate Signature

Examiner
use only

Task A mark

Task B mark

Total marks

Task A

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You ordered a new mobile phone on the internet and it has never been delivered. You have kept a log of what has happened.

- Monday 2nd December: Ordered phone
- Wednesday 4th December: Phone should have been delivered today, but it never arrived.
- Thursday 5th December: Phone customer services. They say the phone will arrive tomorrow
- Friday 6th December: Phone does not arrive. Phone customer services who say the phone will come tomorrow
- Saturday 7th December: The phone still hasn't come!!!

Write a formal letter of complaint to the manager of the phone company outlining the situation and stating what you wish the outcome to be.

The address is:

Mobile 1
Manchester
M1 4GD

You will be assessed on:

- Including the right details (3 marks)
- Presenting information logically (3 marks)
- Using the right kind of tone/language for a formal letter (3 marks)
- Using correct grammar (3 marks)
- Spelling words correctly and using correct punctuation (3 marks)

Task B

You are looking through a newspaper when you see an advert promoting these fun days out:

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<i>Fun days out at amazing prices!</i>		
Horse Riding in the country	The Towers Theme Park	London shopping day
Learn to ride a horse in beautiful scenery. Take a ride through lush meadows and green forests. This day out is suitable for beginners and experts.	Experience some of the best rides in the universe at this thrilling theme park. Ride the longest rollercoaster in the country and some of the scariest rides in the world.	If you love shopping, you'll love this shopping trip. You'll be dropped off in Oxford street to hit the shops in the morning. In the afternoon we go 'upmarket' with a visit to Harrods-possibly the world's most famous department store.
Available Saturdays from May to September.	Available on Saturdays in June, July and August.	Available on Saturdays throughout the year.
£25 per person includes transport, 2 hour ride and suitable head protection.	£40 per person includes transport and entrance to the park and £5 voucher towards lunch	£30 per person includes transport and special shopping voucher worth up to £20
<i>We have many other days out available.</i>		

It's your birthday and you decide to organise a fun day out with your friends to celebrate. You need to email them all and tell them about the day out. You can use one of the days out above or your own idea.

You will be assessed on:

- Including the right details (3 marks)
- Presenting information logically (3 marks)
- Using the right kind of tone/language for an email to your friends (3 marks)
- Using correct grammar (3 marks)
- Spelling words correctly and using correct punctuation (3 marks)

Write your email here. If you need more room, continue on a separate sheet.
You do not have to fill in the address and subject line.

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in this margin.
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The image shows a 'New Message' window with a menu bar containing 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Message', and 'Help'. Below the menu is a toolbar with icons for 'Send', 'Cut', 'Copy', 'Paste', 'Undo', and 'Check'. The main area contains four input fields: 'From:', 'To:', 'Cc:', and 'Subject:'. Below these fields is a rich text editor toolbar with icons for text color, background color, bulleted list, bold, italic, underline, text color, numbered list, and indent. The main body of the window is filled with horizontal lines for writing the email content.

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Lined writing area for student responses.

Five empty boxes for marking.

END OF ASSESSMENT

Task B
Total
marks

Box for Task B Total marks.

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