

Paper Code: FSQW109P (MOCK)

Highfield Functional Skills Qualification in English at Level 1



Information for centres and learners

- Only remove the examination paper from the sealed envelope when instructed to do so.
- Under no circumstances should you use an unsealed examination paper.
- Complete ALL tasks.
- Use BLACK or BLUE ink.
- You are **NOT** allowed any assistance to complete the answers.
- You must **NOT** use a dictionary or spelling and grammar checking software.
- **SIGN** the declaration before leaving.

The duration of this examination is 1 HOUR. The examination consists of 2 TASKS and is worth 48 MARKS.

Complete the fol	lowing		
First Name (in full)			Middle initial
Last Name			
Date of Birth (8 digits)	D D	M M	
Highfield Learner ID			
Approved Centre Number (5 digits)			Nominated Tutor Number (5 digits)
Examination Date (8 digits)	D D	M M	Is this a resit examination?
Examination Start Time (24 hour clock)	НН	M M	Examination Finish Time (24 hour clock) H H M M
Learner declarat	ion		 I confirm: I removed the examination paper from the sealed envelope. I received no help in answering the questions in this examination paper. I am the person stated above on this form.



Learner

signature:

I will not discuss the content of the

examination with anyone else.

The Examination

There are **two** tasks. Each task will assess your writing skills. Marks are awarded for:

- spelling, punctuation and grammar
- communication of information, ideas and opinions
- level of detail and appropriateness of length
- format, structure and language
- sentence and paragraph structure
- meeting the needs of its purpose and the audience

Task 1

You see this advert in Highfield Travel Magazine:



You decide to write a letter about the best place that you have visited.

Write a **letter** to Ted Logan that:

- describes where the place is
- informs the reader what there is to do there
- suggests why other people might want to go there

You should take approximately **30 minutes** to complete this task.

Suggested word count 150-200 words.

(24 marks)

You may use this box to write notes or plan your answer. Important: notes/plans will NOT be mark	ed.

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Write your answer here:

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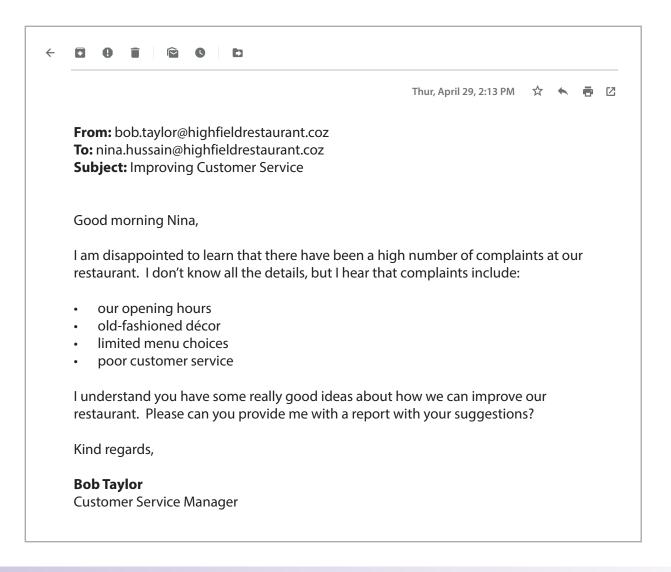
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We listen and respond

Total marks

Task 2

You are a manager at Highfield Restaurant and have received this email from the Customer Service Manager:



Write a **report** for Bob that includes:

- details of the complaints made by customers
- recommendations for improving the restaurant
- how the improvements could help the business grow

You should take approximately **30 minutes** to complete this task.

(24 marks)

November 2021

You may use this box to write notes or plan your answer.	Important: notes/plans will NOT be marked.

FSQW109P

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Write your answer here:

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END OF ASSESSMENT

We listen and respond

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For official use only:

	Task 1	Task 2	TOTAL
Marks available	24	24	48
Mark(s) awarded			

Marker:	
Date:	

:	Moderator:
	Date:



Writing

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We listen and respond