

# Functional Skills Level 1 English Writing Sample Paper 3

## Question Paper



A City & Guilds Group Business

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# Level 1 Functional Skills English

## Writing

### Sample 3



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:** choose **one** of the following topics and write a set of instructions for someone who is brand new to the topic.

- How to load and play a video game.
- How to play a boardgame, for example, Monopoly, Chess, Draughts or Snakes and Ladders.
- How to bake a cake or make a meal.
- How to follow evacuation procedures where you study or work.
- How to learn to ride a bike.
- How to do a trick on a skateboard.
- How to play a game, for example, football or netball.
- How to use social media.
- How to build a snowman.
- How to drive a car.

**(27 marks)**

**Suggested word count 200 – 250 words.**



You may use the space below for planning and drafting.



**Question 1 – Write your instructions 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

At work, you noticed several health and safety hazards and decide to write an email to your manager. The hazards included:

- a missing fire extinguisher
- a fire door propped open
- a blocked fire exit
- people smoking where they are not allowed to smoke.

**Your task:** write an email to your manager, explaining the following:

- why you are writing
- what you have seen
- the location of each hazard
- what the possible dangers are
- how each hazard should be corrected.

The person to send your email to is James Freeman, and his email address is [jfreeman@bth.co.uk](mailto:jfreeman@bth.co.uk)

**Suggested word count 200 – 250 words.**

**(27 marks)**




You may use the space below for planning and drafting.



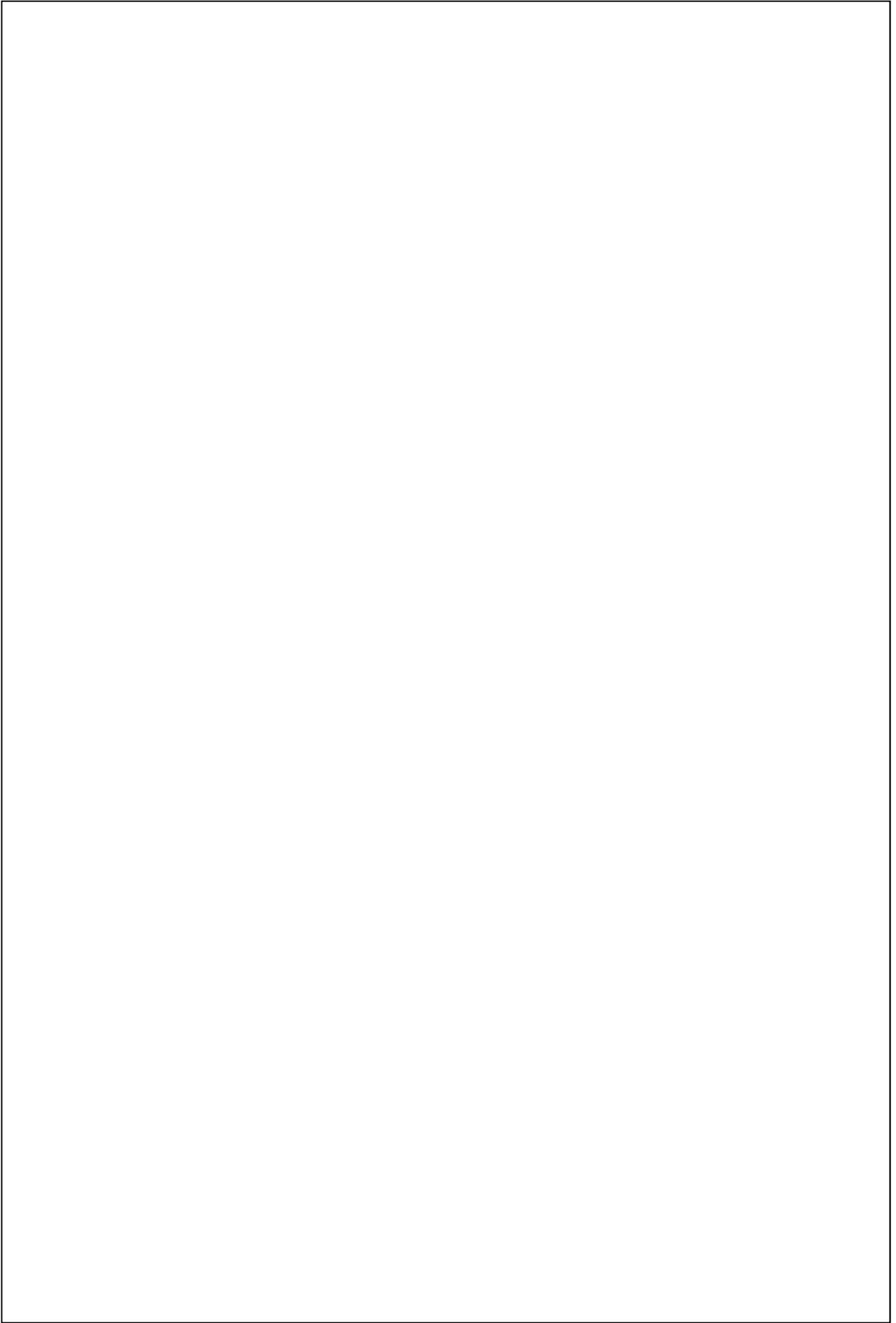
**Question 2 – Write your email here.**

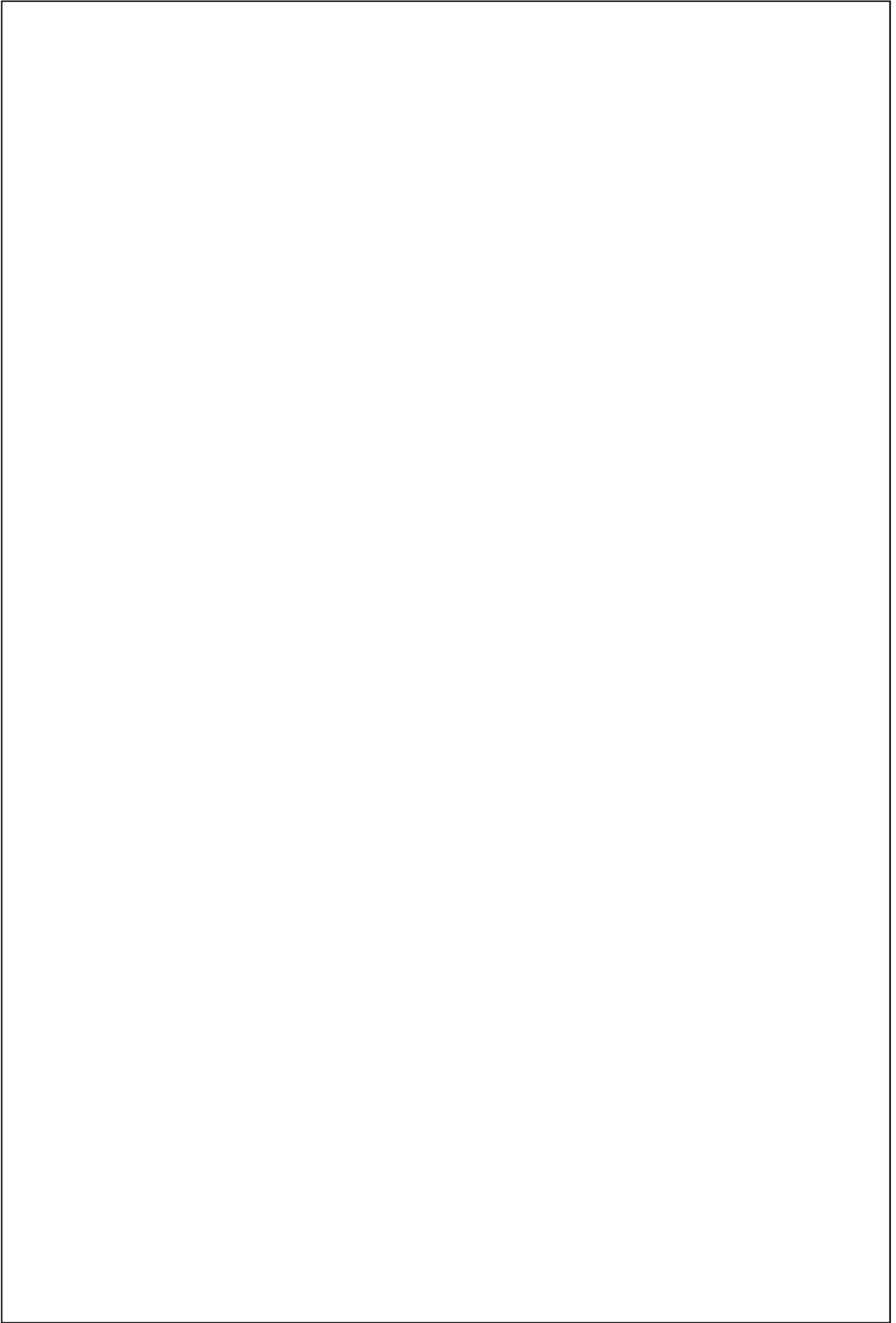
[-] [□] [X]

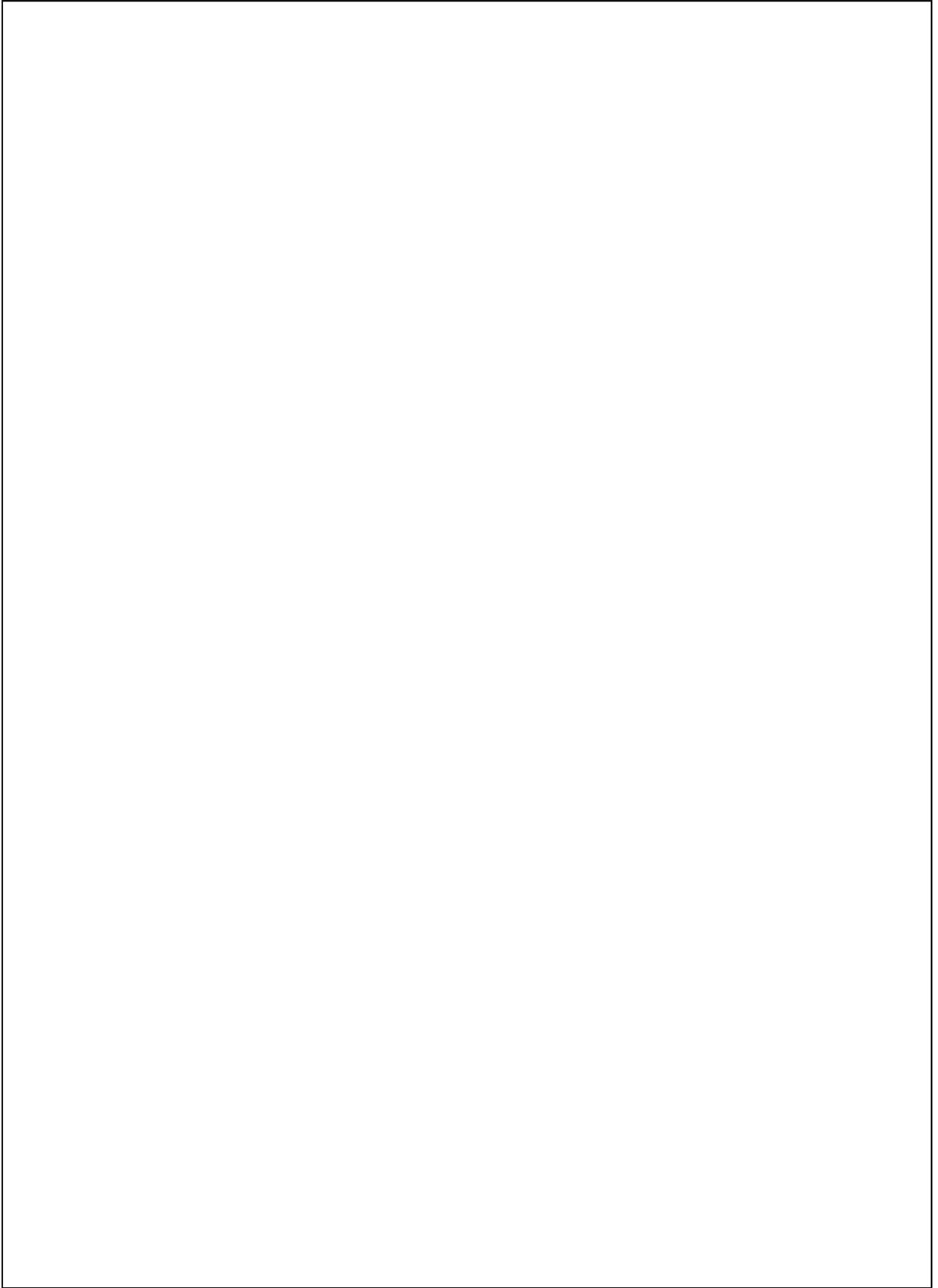
 To:

Subject:

13







**End of Assessment**





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