

Level 2 Functional Skills English Writing

Sample Answers

City & Guilds Practice Paper

The duration of this paper is 1 hour 20 minutes.

There are 2 questions. Answer both questions.

The marks for each question are indicated.

The maximum number of marks for the whole writing paper is 54.

Read each question carefully.

Dictionaries, electronic grammar and spell checkers are **not allowed**

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and effectively
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format and structure for purpose and audience
- Conveying clear meaning and establishing cohesion using organisational markers
- Using appropriate language and register for purpose and audience
- Constructing complex sentences consistently and accurately, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar

Task 1

Read this text from a magazine article.

“People place a lot of emphasis on the plight of wild animals and insects these days. They worry more about protecting hedgehogs, butterflies and frogs than about the important issues: making sure humans get a nutritious diet, young people get a decent education and job, and we sort out corrupt politicians.”

Your task:

Write an entry for your online blog in reaction to this statement.

Write approximately 250 - 300 words

27 marks

Sample Answer PASS

There is a lot of confusion in the above statement. You do not appear to recognise that the plight of wild animals such as hedgehogs, butterflies, and frogs, is absolutely connected to benefits for humans. Caring about nature does not mean a lack of concern for humans.

The reason why insects such as butterflies are diminishing is because of pesticides. These pesticides are used by the food industry. Humans also consume pesticides in the food they eat. So it is clear that worrying about pesticides benefits both insects and humans.

Many people don't know about this as a result of poor education, which is another of your concerns. You seem to be a victim of poor education to me, because you don't seem to understand that hedgehogs becoming extinct is a worry for us all, not just those of us that like hedgehogs. If the planet can't sustain hedgehogs then maybe it can't sustain humans. Hedgehogs are decreasing due to us obliterating their natural habitat. The planet is also our natural habitat. Soon it won't be able to sustain us either.

Sorting out our corrupt politicians is crucial. They are not doing anything about climate change and pollution. They only care about profit in the short term.

I am all for a decent education, and a decent education leads to better jobs, but I firmly believe we need to have jobs that are not damaging our environment. Children need to be educated about the planet and not desire more things and growth, growth, growth.

I think we agree on a lot of things, and I hope you can see that your concerns about education, diet and politics are inextricably linked to the plight of wild animals and insects.

EXAMINER COMMENTS

Sophisticated response, confident style, strong and clear opinions of disagreement whilst maintaining measured and polite tone.

Occasional spelling errors.

Sample answer BELOW A PASS

To compare someone caring about hedgehogs to a massive topic like corrupt politicians is an easy way to mock someone. Of course a kids education is more important than a frog but I cant solve a problem like that can i. its like saying someone shouldnt buy themselves a new dress when some people dont have enough to eat. If you start to think like that you can go mad. I bet your one of those people who criticise vegetarians saying they care more about animals than children. Thats not true. Its probably your guilt about killing animals which makes you criticise people who dont eat animals. Or if someone lost their wallet with a hundred pounds in it youd be the kind of person to think they shouldnt be upset about it and stop caring about that and worry about people being unemployed instead. I bet you have things your interested in which if you really consider them in the grand scheme of things which are important are actually quite trivial. Like football. Are you a football fan. Do you watch TV. Do you sometimes have a takeaway. Do you sometimes buy yourself a treat like a new pair of trainers. If you do then you shouldnt criticise someone who cares about insects and hedgehogs being worried about things that are unimportant because someone could come back at you and say why are you watching junk tv or buying trendy trainers when there are people in poverty. Or maybe you are perfect. Are you. Do respond and let me know.

EXAMINER COMMENTS

Many thought provoking points and opinions with examples to back up points, some good vocabulary, some correct and varied sentence structures, correct spelling.

Lack of paragraphs, some lack of clarity in places due to punctuation errors, lack of apostrophes, question marks. The personal and hostile tone might be considered inappropriate but if grammar, punctuation, paragraphing etc were improved then the tone might be acceptable.

[CONTINUED ON NEXT PAGE]

Task 2

There is a large piece of unused ground owned by the council in your local area.

There has been a bid from a local company to buy the land and build four new flats, a restaurant and a carpark.

There has been another bid from a group of local residents who want the land to be used as a community garden, which would be a place for all residents in the area and could be managed by themselves.

Your task:

Write a letter to your local newspaper in which you argue for building **EITHER** the development of flats, restaurants and a carpark **OR** the community garden.

You should cover the following:

- Details about yourself and why you are interested
- Which idea you think is the best and why
- Which idea you think is not the best and why

Write approximately 250 - 300 words

(27 marks)

Sample Answer PASS

51 Meadowlands Crescent
Puttley, ✓
Leeds ✓

18/11/21

Dear Editor, ✓

I recently read in the Puttley Time's about the proposed development of the land in between Puttley Park and the swimming baths. ✓ One proposal is for flats, a restaurant and carpark, and the other is for a community garden. My strong opinion is that a community garden, ✓ although it sounds a nice idea, will not be as advantageous as the flats, restaurant, and carpark. ✓

Puttley is desperately short of affordable housing. Four new flats, which I assume will be small, and one or possibly two bedroomed would be ideal for younger couples or families to get on the housing ladder. ✓

Car parking would be another bonus. Many of the people who live in the terraced house's around the town centre often have cars owned by people who come into the town to do their shopping parked outside their own doors and ✓ this often means when coming home from work they cannot find a space near their own home to park. I know this because I am one of the people who live in those houses. A carpark ✓ would also generate income, and extra money is certainly something the town council could do ✓ with.

Another restaurant would also be welcome. It would make Puttley feel like it was thriving.

The community garden, I think, would be used only by a select few. Many people already have garden's, there are allotments for people who want to grow their own, and the park for people who don't have a garden or want to be more sociable. Although I have nothing against a community garden, I do feel it would only be **advantagous** to a small selection of residents – the retired. ✓
I myself feel that the restaurant would be something all of us could appreciate: the carpark would ease parking congestion and bring more shoppers into our town, benefitting local businesses.
Yours faithfully ✓

Sarah Jones ✓

EXAMINER COMMENTS

Clear and relevant content, clear views backed up with reasoning, well-structured, variety of sentence structures, vocabulary, mostly correct spelling, and punctuation.

Perhaps a little more detail about writer (as advised in bullet points) would make this more secure in meeting the requirements of the task

Sample answer BELOW A PASS

To whom it may concern,

I love gardening and the idea for the spare land to be a community garden is a great idea where little sections of it could be used for different vibes, perhaps a herb garden, a play area, and a greenhouse for exotic plants and for seedlings or overwintering plants. I am very experienced in gardening and have grown my own fruit and vegetables for many years. I have completed a Level 2 qualification in Practical Horticulture. I am also able to build a flatpack shed.

The different areas would be very beneficial to my general wellbeing. Being outdoors is very healthy. **Its** good to be amongst nature and **plants** I am very fit and active and a community garden is just what I need after a hard day's work in an office with no natural light.

I am very much a team player and would enjoy sharing my knowledge of gardening with other people. I would also like to learn from other people too. Gardening is a lifelong learning curve and what works one year may well not the next year.

I have a certificate in first aid which I update every three years. I know how to use a **defibrillater**.

I think **its** important to have shaded areas, open areas, areas for growing vegetables and also flower. There should be various seating areas too as it will be a place to visit and just enjoy the fruits of the labour of working. Different seasons need to be taken into account so that there would be plenty to look at all year round.

Yours faithfully,

Sarah Jones

EXAMINER COMMENTS

Mostly correct punctuation, grammar, and spelling. Variety of vocabulary, varied sentence structures. Ideas are a little disjointed. Some details are not relevant to the task purpose. Candidate appears to be offering ideas about the design of a community garden rather than sharing ideas about whether a community garden is the better proposal. The piece in places reads rather like a job application rather than a letter to a local newspaper. There is no mention of the proposal for the restaurant, flats and carpark. Candidate did not refer to why the community garden would be 'best for the community' as referred to in bullet points twice, but only referred to why the garden would be a personal advantage.

[END OF MARK SCHEME]