**TQUK Functional Skills**

**Qualification in English at Entry Level 2**

**Writing** Examination Paper — Sample Assessment

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| **Please complete the details below using black or blue ink. Use BLOCK CAPITALS.** | |
| Learner name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Learner number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Centre name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Instructions**

* Read each activity **carefully**.
* **Plan** your answer in the **planning box** available for Question 13 and Question 14.
* Write your responses **clearly** in the spaces provided.
* Complete **both** sections.
* **Check** your responses.

**Information**

* There are **2** sections in this exam.
* The maximum mark for this exam is **35**.
* You **will** be assessed on spelling, punctuation and grammar (SPaG).

**Items**

* You **will** need a pen with black or blue ink.
* You are **not** allowed to use a dictionary.
* You will **not need** any other stationery or equipment.

**Time allowed:** **50** minutes

**Do not open this examination paper until you are told to do so.**

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| **Section 1** |
| This section has **10 marks**.  You have **ten** spelling questions to complete.  You should spend **15 minutes** on this section. |

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| Complete each sentence with the correctly spelled word. |
| For example:  Are \_\_\_\_\_\_\_\_\_\_\_\_ there?  you yoo yu yuo  *you* |
|  |
| 1. The children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a prize.  |  |  |  |  | | --- | --- | --- | --- | | one | wan | won | wun | |
| **[1 mark]** |
|  |
| 1. My brother is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years old.  |  |  |  |  | | --- | --- | --- | --- | | eiteen | aiteen | eightyen | eighteen | |
| **[1 mark]** |
|  |
| 1. London is a big \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |  |  |  |  | | --- | --- | --- | --- | | city | sitty | citty | sity | |
| **[1 mark]** |
|  |
| 1. Do you like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your tea?  |  |  |  |  | | --- | --- | --- | --- | | shuga | sukar | shukar | sugar | |
| **[1 mark]** |

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| **Questions continue on the next page.** |

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| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ we could go swimming tomorrow.      |  |  |  |  | | --- | --- | --- | --- | | Perhaps | Praps | Purhaps | Prehapz | | | |
| **[1 mark]** | | |
|  | | |
| 1. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ someone shouting.  |  |  |  |  | | --- | --- | --- | --- | | hurd | herd | heerd | heard | | | |
| **[1 mark]** | | |
|  | | |
| 1. They have eaten \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lunch.  |  |  |  |  | | --- | --- | --- | --- | | there | their | they’re | thear | | | |
| **[1 mark]** | | |
|  | | |
| 1. A dictionary can be very \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |  |  |  |  | | --- | --- | --- | --- | | useful | yousful | usefull | yousfull | | | |
| **[1 mark]** | | |
|  | | |
| 1. We wish you much \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |  |  |  |  | | --- | --- | --- | --- | | happyness | hapines | happiness | hapeenes | | | |
| **[1 mark]** | | |
|  | | |
| 1. That \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was unkind.  |  |  |  |  | | --- | --- | --- | --- | | akshion | action | acshun | akshun | | | |
|  |  |  |
| **[1 mark]** | | |
| **Total for Section 1 = 10 marks** | | |

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| **Questions continue on the next page.** |

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| **11.** | List the words below in **alphabetical order**.  For example: banana lemon apple kiwi  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *apple, banana, kiwi, lemon* |
|  | **a)** whale snake camel swan |
|  | **Answer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **[1 mark]** |
|  | **b)**  farm frost flute festival |
|  | **Answer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **[1 mark]** |
|  | **Total for Question 11a and 11b = 2 marks** |
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| **Section 2**  This section has **25 marks.**  You have **two** questions and **two** writing tasks to complete.  You should spend **35 minutes** on this section. |

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| **Questions continue on the next page.** |

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| **12.** | Write the plural of the words written in **bold**.  *cars*  For example:  One **car**, two ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
|  |
|  | **a)** One **friend**, two\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **[1 mark]** |
|  | **b)** One **potato**, two\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **[1 mark]** |
|  | **Total for Question 12a and 12b = 2 marks** |

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| **Questions continue on the next page.** |

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| **13.** | **Fill in the two-page form.**  You want to volunteer for a local project.  The first page is for your personal details.  The second page is for you to write about yourself. | |
| **Chadmore Litter-picking Project**  A couple of men kneeling on the ground  Description automatically generatedA couple of men kneeling on the ground  Description automatically generated  Volunteer application form | | **Assessor use only** |
| **Personal details:** | |  |
| Full name: ……………………………………………………………………………..  . | | SC19: |
| House/flat number: …………………………………………………………………... | |
| Street: …………………………………………………………………………………. | |
| Town: …………………………………………………………………………………..  Postcode: …………………………………………………………………………..…. | |
| Email: …………………………………………………………………………………..  Date of birth: ………………………………………………………………………….. | |
| **Now go to the next page of the form.** | |  |

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| **Questions continue on the next page.** |

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| **About you:** |  |
| In this part of the form, you should write:   * **two** sentences to say why you would like to apply for this role * **two** sentences to say why you would be a good volunteer * using at least **two** compound sentences with joining words, for example: *and, as, but, or* * using at least **two** adjectives. | SC14:  SC17:  SC18:  SC20:  SC21: |
| |  | | --- | | **Plan (You will not receive marks for planning.)** | |
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| **[9 marks] Composition**  **[2 marks] SPaG**  **Total for Question 13 = 11 marks** |

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| **Questions continue on the next page.** |

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| **14.** | | **Write an email.**  You want to invite your friend to go to a concert with you.  Write an email to your friend to tell them about the event.  In your email, you could:   * say **when** the concert will happen * say **where** the concert will happen * say **how** you will get there * explain **why** you want your friend to go with you.   Your friend’s email address is: my.friend@globalchat.biz  Your email should:   * include at least **two** compound sentences using joining words, for example: *and, as, but, or* * use at least **two** adjectives * be at least **four** sentences long.   **You can use a real or imagined concert.** |
|  |  |  |
| **[6 marks] Composition**  **[4 marks] SPaG** | | |
| **Total for Question 14 = 10 marks** | | |

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| **Questions continue on the next page.** |

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| **Plan (You will not receive marks for planning.)** |

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| Your answer | | **Assessor use only** |
| **To:** | **SEND** | : |
| **From:** me@globalchat.biz |
| **Subject:** |
|  | | SC14: |
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| **Extra Writing Paper** |
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**This is the end of the assessment.**

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| |  |  |  |  | | --- | --- | --- | --- | | **Pass** |  | **Not achieved** |  |   **For Assessor use only:**   |  |  |  |  | | --- | --- | --- | --- | |  | **Marks Available** | **Marks Awarded** | **Second Marks** | | Section 1 | 10 |  |  | | Section 2 | 25 |  |  | | Total Marks | 35 |  |  | |