

# Functional Skills English - Writing

## Level 2 - Sample

Fill in your name, date of birth, registration number and centre name in the boxes below.

Surname:	Other Names:
Gateway Qualifications registration number:	DOB:
Centre Name:	
<b>My signature confirms that I will not discuss the content of this assessment with anyone.</b>	
Signature:	

<b>Paper Ref:</b> FSWL2SA/P	<b>Time:</b> 1 hour	<b>Total Marks:</b> 30	<b>Marks Achieved:</b> /30
<b>You must have:</b> A pen with <b>black</b> or <b>blue</b> ink.			
<b>Instruction</b> <ul style="list-style-type: none"><li>• Read each question carefully before you start to answer it.</li><li>• Answer <b>both</b> questions.</li></ul>			
<b>Information</b> <ul style="list-style-type: none"><li>• The total mark for this paper is 30. There are 15 marks for each question.</li><li>• Dictionaries <b>are</b> allowed.</li></ul>			

## Task A

You read this article in the local newspaper and decide to write to the council to protest against the closure of the Alderbrook leisure centre.

### **COUNCIL ANNOUNCES LEISURE CENTRE CLOSURE**

The local council has announced plans to close the Alderbrook leisure centre and community hall at the end of the year, as part of its cost-cutting programme.

This will mean the loss of the swimming pool, gym, sports facilities and the popular community centre with its café and crèche. The community centre also runs clubs for young people, pensioners and a mother and toddler group.

The council argues that the Ravenshead leisure centre is only 6 miles away and therefore local people will still have access to the same facilities. However for the local community that may not be a solution. Without a car, for many this will be too far as public transport is limited and there is no community hall for clubs etc. The centre is also smaller with no outdoor sports facilities.

Supporters of the Alderbrook centre are urging people to write to the council to voice their concerns.

Write a formal letter to your Councillor, Mrs Barbara Brown, expressing your concerns.

You should state clearly:

- your reason for writing
- why you are concerned and how the closure will affect you / the community
- what you would like the Council to do.

(There is no need to include the Council address).

Write 180-200 words.

You may plan your letter here:

A large, empty rectangular box with a thin black border, intended for planning a letter. It occupies most of the page below the instruction.



## **Task B**

Your school/college/workplace has asked for ideas for an event to raise money for charity. The organiser David Jones has asked for suggestions for which charity or charities to support. You decide to write an email to present your ideas.

In your email you should include:

- Details of your idea or ideas to raise money
- Why you think this event will be successful in your school/college/workplace
- Information about your chosen charity
- Your reasons for choosing the charity (You can suggest a real charity or you can make one up).

Write 180-200 words.

You may plan your email here:

A large, empty rectangular box with a thin black border, intended for planning an email. It occupies most of the page's vertical space.

Write your final version here:

File Message Insert Options Format Text Review

To... David Jones

Cc...

Subject: Charity Event

Send

[Main body contains horizontal lines for writing]

Marker  
Use Only

(15 marks)

These texts and illustrations have been incorporated into this test paper solely for the purposes of the examination in accordance with Section 32 of the Copyright, Designs and Patents Act 1988, as amended by the Copyright and Rights in Performance (Research, Education, Libraries and Archives) Regulations 2014. No copyright or clearance for any other use has been obtained or sought.



## END OF ASSESSMENT

Gateway Qualifications  
Gateway House  
3 Tollgate Business Park  
Colchester, CO3 8AB

**01206 911211**

**[enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)**

**@GatewayQuals**