



FUNCTIONAL SKILLS MATHS & ENGLISH

LEVEL 1 & 2 EXAMS

WHO WE ARE

Leading training company for 26 years

Intech Centre is an established training provider based in Islington, London, with over 26 years of experience in delivering education, employability and digital skills programmes.

Intech Centre specialises in **Functional Skills English and Maths Level 1 & 2**, helping learners successfully pass Level 1 and Level 2 Functional Skills exams required for university entry, apprenticeships, teacher training, nursing courses and many other professional pathways.

Thousands of learners have used our resources, courses and exam services to achieve nationally recognised qualifications.

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SERVICES

Courses

- Functional Skills Maths
- Functional Skills English

Tutoring

- Functional Skills Maths & English Exam Tutoring

EXAMS

- ➔ Functional Skills **Maths** Level 1 or 2 Exam **in London**
- ➔ Functional Skills **English** Level 1 or 2 Exam **in London**
- ➔ **Online** Functional Skills **Maths** Level 1 or 2 Exam
- ➔ **Online** Functional Skills **English** Level 1 or 2 Exam



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February 2020 version 1.0

Functional Skills Level 2 English Writing Sample Paper 3

Question Paper



Level 2 Functional Skills English Writing

Sample paper 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 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.





Question 1

You work in the Head Office of a large high street clothes retailer that has many branches throughout England. One of your responsibilities is to visit the company's shops as a mystery shopper and to report back to the Head Office on your experience.

Your task: write a report to give to your Manager about your visit to one of the shops.

Your report should include:

- details of your visit
- appearance and tidiness of the store
- availability of staff to help you
- customer service skills and attitude of the staff
- stock availability.

We suggest you write about 300 words.

(27 marks)



You may use the space below for planning and drafting.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for students to use for planning and drafting their writing.

Question 1 – Write your report here.



Question 2

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.





Question 2

You work for WeSell2U, an online seller of films, books and TV box sets. When a sequel to a film or a book is due to be released, or a new episode of a TV drama is coming out, your company posts a blog explaining what happened previously and describing the main characters.

Your task: write a narrative that outlines the plot of your favourite film, book or an episode of a TV series, to tell potential customers of the WeSell2U website what happened.

We suggest you write about 300 words.

(27 marks)



You may use the space below for planning and drafting.

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Question 2 – Write your narrative here.

End of Assessment

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Intech Centre is a leading training, careers and examination centre based in Islington, London, delivering Functional Skills Maths and English courses and exams for over 26 years.



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Qualification	Private Course	Online Exam	Exam in London
Functional Skills Maths Level 1 & 2	Enrol on Course	Book Online Exam	Book London Exam
Functional Skills English Level 1 & 2	Enrol on Course	Book Online Exam	Book London Exam

Why Intech Centre?

- Over **26 years' experience** as a UK training and exam centre in London.
- **City & Guilds Functional Skills Maths and English exams**, Ofqual regulated and nationally recognised.
- Flexible **online learning** with 24/7 access plus online or centre-based exam options.
- Ideal if you still need GCSE Maths or English equivalent for university entry, teacher training, apprenticeships or employment.

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