



**PASS**  
**FUNCTIONAL**  
**SKILLS**

## **LEVEL 2 FUNCTIONAL SKILLS IN ENGLISH: WRITING**

Pass Functional Skills Practice Paper 2

### **Open awards**

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Total marks available: **60**

Time limit: **1 HOUR**

You will be assessed in each task on your spelling, punctuation, grammar and writing composition.

#### **You need:**

- This question and answer booklet
- A pen with black or blue ink

You must **NOT** use a dictionary.

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There are **TWO** tasks in this assessment.

### **Instructions**

- Read each task carefully.
- Plan your work carefully and be aware of the time available.
- Answer all questions using the space provided on this question paper.
- If you have time, check your work at the end.

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### **Task 1 (30 Marks)**

You are having problems with a car you are renting on holiday.

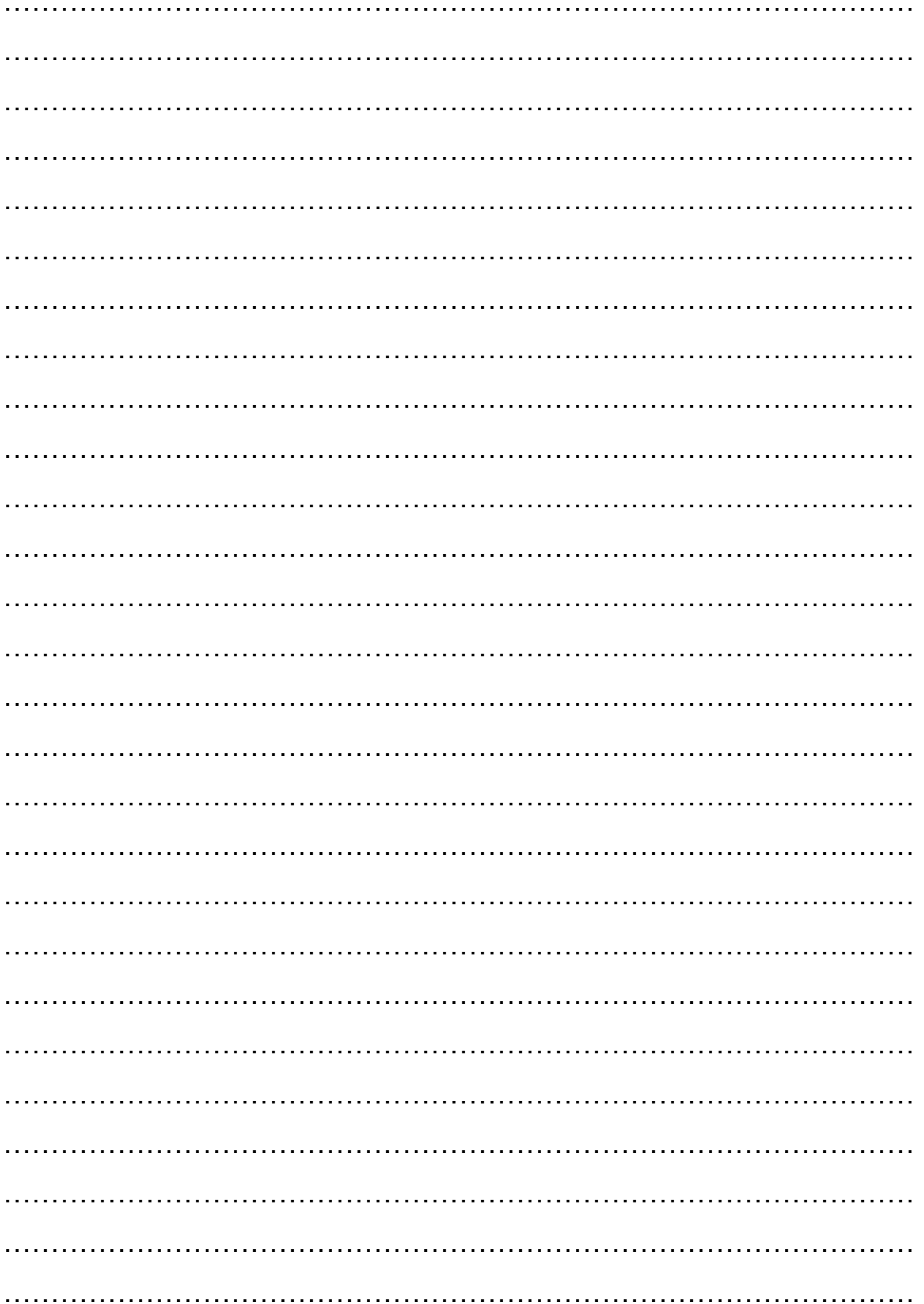
You need to contact the company you are renting it from, to explain the difficulties you are having.

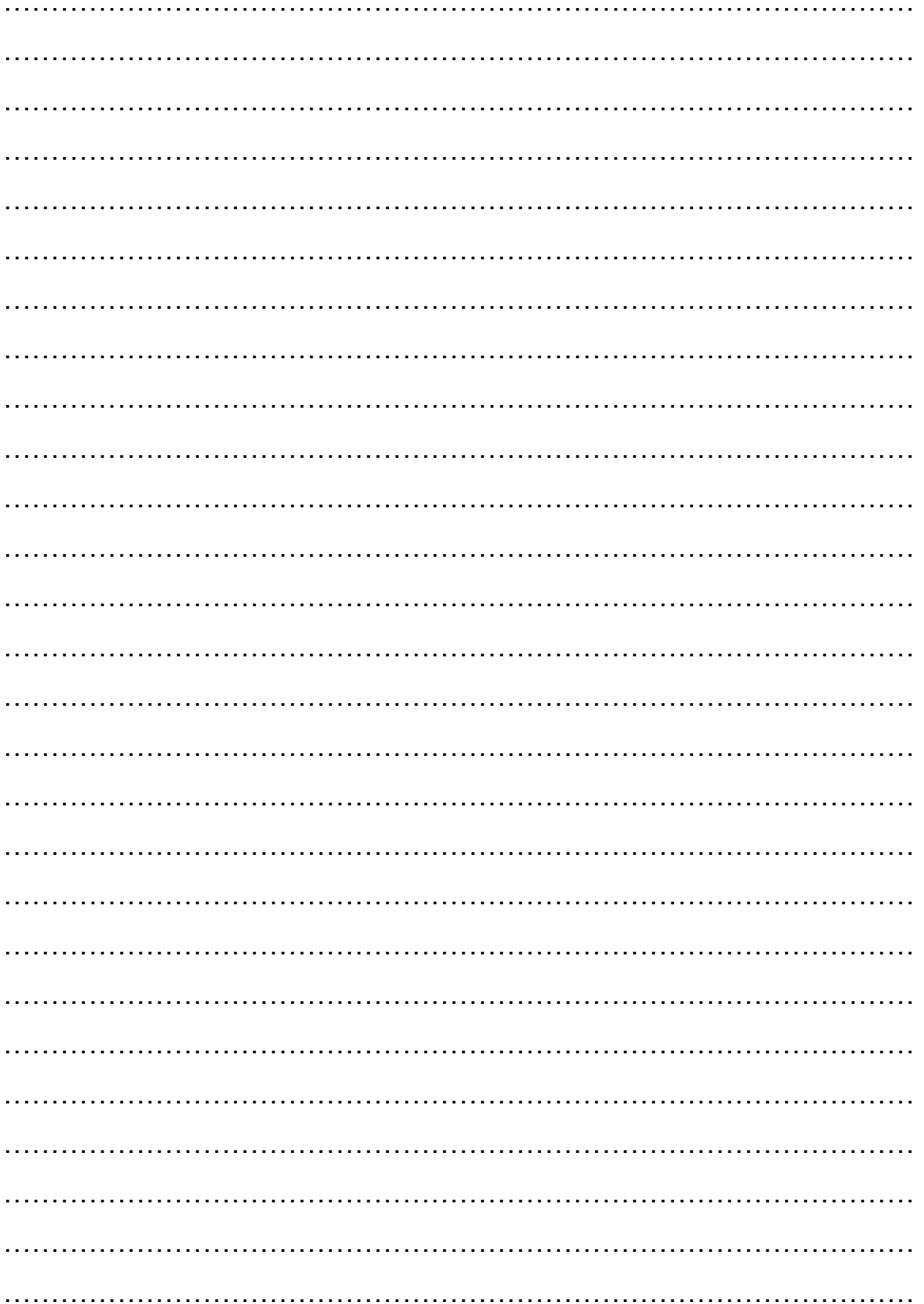
Unfortunately you have been unable to get in touch with them so far.

As a result, you need to contact them via their online forum and ask what they can do to help, whilst also offering your own suggestions.

Write the forum post. It should be between 250 and 300 words.







## **Task 2 (30 Marks)**

Your regular breakfast cereal is being discontinued by the company which makes it.

You have decided to write a letter persuading them to change their minds.

In this letter, you will need to explain why it means so much to you that they continue making the cereal.

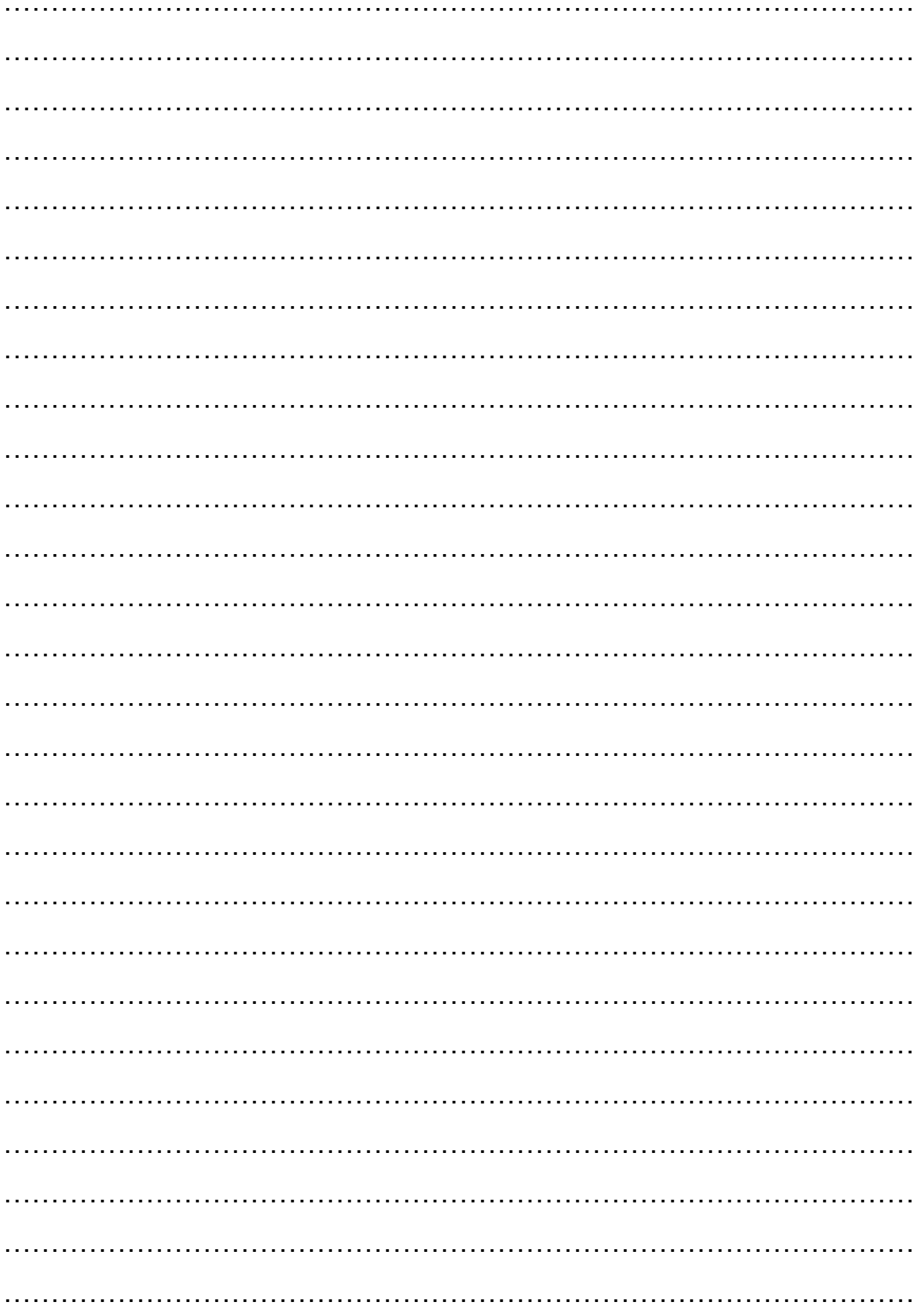
You should also ask what their reasoning is for the discontinuation.

The company need to be persuaded that keeping production going is worth it, so you should also propose some ideas for how they could make it more popular.

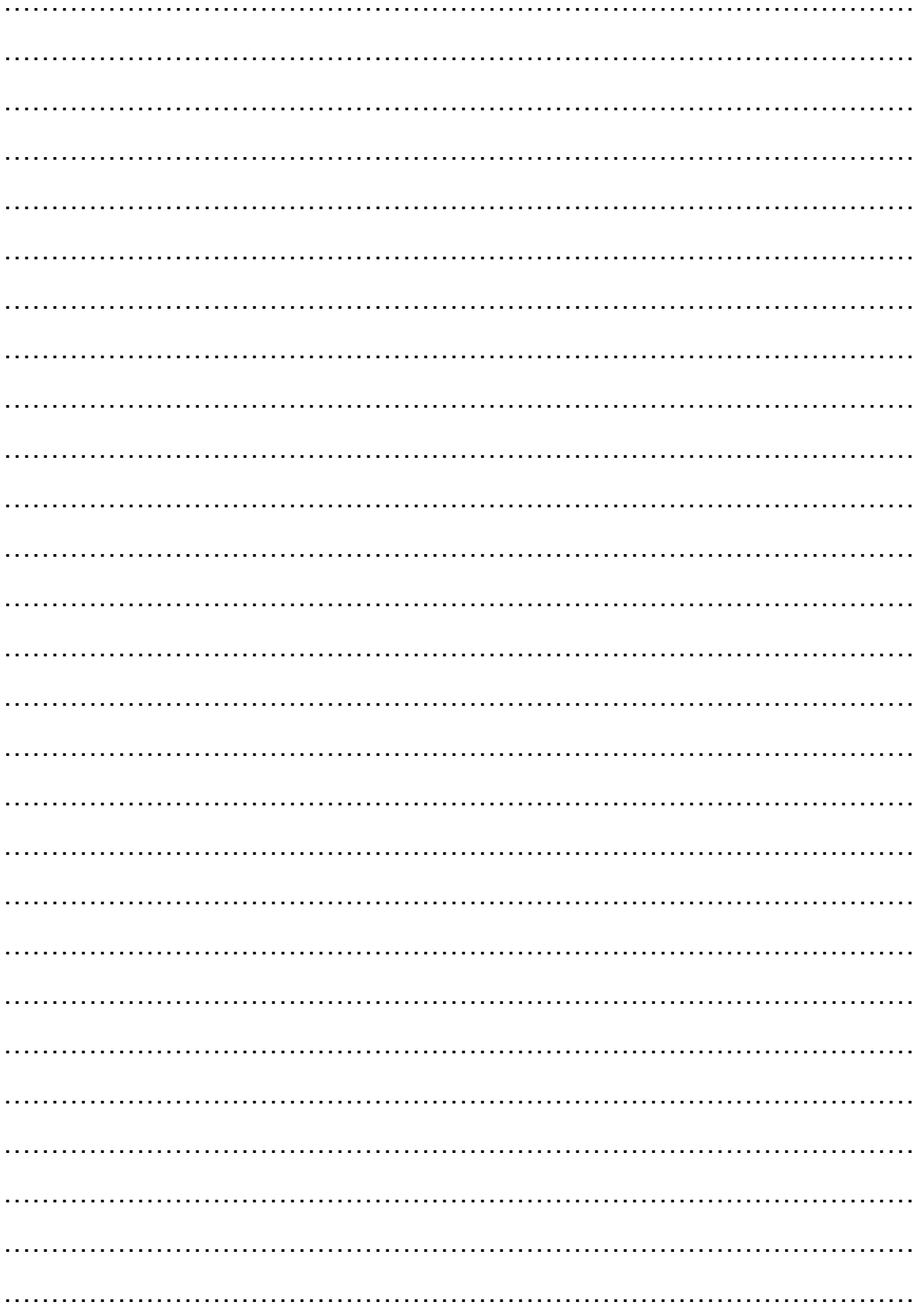
The address you have is 1 Cereal Lane, Boxtown, West Breakfast, OH16 7UM.

Write the letter.













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