

Functional Skills English

Level 2



Answers 6
Writing for Different Purposes

Exercise 1

Learner's letter to the editor of a newspaper either in support or against the scheme of putting medical records on the Internet. Mark for showing reasons and backing them up with reasons. Take into account appropriate style and conciseness.

Exercise 2

Learner's own diary entry. Mark for interest and appropriate style. Look for paragraphing.

Exercise 3

Learner's own attempt at a spider diagram for a topic of their own choice for a magazine suitable for young adults.

Exercise 4

Leave your car behind

During December, the local council is asking motorists to leave their cars in the garage and use public transport for city centre Christmas shopping. Far too many cars enter our city centre during this busy time and drivers have problems in finding a parking place. Traffic wardens have been given strict instructions to move people on when queuing beyond the allowed limit at car parks.

Any motorist found parking illegally will be given a hefty fine and persistent offenders will find their cars wheel-clamped. The penalty fine to have the car released will cost as much as £100 for the first offence and will significantly increase with each offence. Parking illegally in disabled spaces will be punished even more severely.

The usual Park and Ride sites will be fully operational throughout December with additional buses at busy times both morning and early evening. The six sites, dotted around all edges of the city, take an average of more than 1000 vehicles each and with buses leaving every 5-8 minutes the journey into the city centre is quick and easy, especially where bus lanes are available.

In addition, the local bus services are frequent, cheap and convenient for all parts of the city centre. Many buses have easy access for pushchairs, buggies, wheelchairs and more elderly people and have plenty of space for all those oversized parcels.

But by far the most important reason why you should use public transport is so that our city centre does not become grid-locked and overcome with traffic fumes. Hopefully we can all then arrive home less stressed in the safe hands of our public transport drivers, in buses that can keep to their schedules and get you where you want to be quickly and safely.

Exercise 5

Learner's own persuasive writing on recycling. Mark for style and language appropriate for persuasive texts.

Exercise 6

Learner's own letters showing they understand the difference in style between a formal letter and an informal one.

Exercise 7

Learner's own word processed, proofread version of exercise 6.

Exercise 8

Learner's own written work. Mark for sequencing.

Exercise 9

Learner's written presentation delivered to own group.

Exercise 10

Learner's choice of letter. Mark for style and purpose.

Exercise 11

Learner's writing frame to plan a report.

Exercise 12

Two letters – one formal, one informal containing the same information.

Exercise 13

Two letters – one formal, one informal containing the same information.

Exercise 14

A notice for display and a Health and Safety report on the same subject.

Exercise 15

An article for a college newsletter.

Exercise 16

There are at least 10 million bikes in **Britain** and another 2 million are sold every year. Most of these are **mountain** bikes, which out sell every other type of bike ten to one **because** they are fun, **fashionable** and fit for use in town and **country**. The key to mountain bike popularity is **their versatility**. The small frames and 26 inch wheels with well cushioned tyres originated in California **among** riders who enjoyed plummeting down mountain sides. By **coincidence**, the same **features** suit city riders who need to bump up and down kerbs and ride through potholes. Most are made with light **weight** strong frames and have suspension in both the forks and **seat** post. A road bike has the traditional frame with medium width tyres. It has an upright riding position and is best used for short **distances** on roads but **unsuitable** for off road and track riding.

The Hybrid bike, which is a cross between a mountain bike and a road bike, is growing in popularity. It combines the strength of a mountain bike with the ease of **pedalling** of a road bike. **Many** now come with **suspension** forks and seat post.

A much less popular type of bike is the racing bike. These are much faster on well surfaced roads. They are now built using **manufacturing** techniques and materials **developed** in the **aerospace** industry. Sales of racers are on the increase in Europe, particularly in Germany, but are an acquired taste.

Exercise 17

A description of a place in about 150 words. Mark for detail and style. Pay particular attention to choice of words.

Exercise 18

An account of a visit or event. Mark paying particular attention to proof-reading of spelling, punctuation and sense. Try and assess whether attention has been paid to any rewriting.

Exercise 19Monday 22 **June**

We **were** awake early in the morning. The taxi for the airport arrived punctually and we were off on our long awaited holiday on the island of Majorca. Check in **passed** with no problems but much to our **disappointment** our flight had been delayed and we would have to spend an extra two hours sitting around before **boarding** our flight. On arriving at the airport we **impatiently** waited around in the entrance area for our friends, Jake and **Pete**, who as usual were late. A brief stop at the newsagent to **buy** some magazines to help pass the time whilst waiting, was followed by a long cold drink at one of the snack bars. Jake was feeling rather apprehensive, as this was the first time he had **flown**.

After a long wait our flight was called. We **boarded** the flight only two and a half hours late! A trouble free flight **brought** us to Palma airport. **It** was fantastic to look down at the azure blue sea and think that we would soon be there swimming in its cool waters.

After disembarking we were **quickly** through customs, **passport** control, and managed to **retrieve** our baggage without any hitches. It was then on to our **apartment, driven by a rather unsafe taxi driver.**

The **apartment** was great with plenty of room for us all. It had a marvellous view of the beach and was close to the wide variety of restaurants, bars and **nightclubs**. All we wanted to do **was** to get unpacked as quickly as possible and get out and find some evening entertainment in one of the many **nightclubs** and bars in the surrounding area. **Our** long awaited holiday had begun.