



AQA Functional Skills English Level 2 Writing June 2022

Sample Answers

You have applied for a part-time job and receive the following letter:

	Crossfield Warehouse Park Lane Bramby BY6 4TL
Dear Applicant,	
Thank you for your recent application for a part-time post at Bramby Logistics.	
We are pleased to offer you an interview to discuss a future role in our company.	
Please come to the Reception Suite, Crossfield Warehouse, Park Lane, Bramby on Thursday June 30 th 2022 at 2.00 pm. If there are any issues with regards to this interview please write to Shan Sumira at the above address.	
Yours faithfully, Angus Pickford, HR Manager	

You are unable to attend this interview. Write a letter to Shan Sumira to explain why you are unable to attend and to ask for the interview to be re-scheduled. Your letter should be approximately **150** to **200** words in total.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write clearly and effectively.

[6 marks]
[+ 3 marks for SPaG]

Sample answer: Pass

Flat 14A,
Brambles Avenue,
Bramby,
BB14 6AY

06.04.2024

Shan Sumira,
Reception Suite,
Crossfield Warehouse,
Park Lane,
Bramby
BB9 7UX

Dear Ms Sumira,

I recently applied for a part-time position at Bramby Logistics, and was offered an interview. I am writing to explain that I unfortunately cannot attend the interview on the date specified, as I have an important doctor's appointment that was scheduled several months ago.

Despite my lack of availability, I would still really appreciate the opportunity to be considered as a potential member of your team, and I would be extremely grateful if we could reschedule for another date, or possibly arrange a virtual interview for the morning of the proposed date (Thursday June 30th). Perhaps we could have a phone call to arrange this? My preferred contact number is 07954 763919.

Thank you for your understanding in this matter. I look forward to hearing from you soon.

Yours sincerely,
Leona Loris

Word count: 154

Examiner comments:

- A range of accurate punctuation is used throughout, including commas, parentheses, a question mark, full stops and capital letters.
- The answer is divided into logical paragraphs to ensure clarity of reading.
- A range of irregular and specialist vocabulary has been used and spelt correctly (e.g. 'scheduled', 'virtual', 'sincerely').
- The context of the question has been addressed, with mention of the part-time role, the date specified, and use of the correct recipient's address.
- Correct formatting has been used for a letter, including addresses, the date, and a polite greeting and sign-off.

You have seen the following invitation in LifesAWhirl, a lifestyle magazine:

Get off that phone!! Do something else!! Make a difference!!



I feel so sorry for young people these days. They're all stuck to their phones from morning to night. Why can't they enjoy life like we used to?
Jean, Norwich

I think phones make kids miserable.
Idris, London

We're looking for the best ideas to get young people to enjoy life differently. Submit an article to us about how young people could spend time away from their mobile phones. Upload your article at: lifesawhirl.co.uk. There are some great prizes: book tokens, board games, travel vouchers, art equipment, online courses...

You want to respond to the invitation from lifesawhirl.co.uk. Write an article suggesting ideas to help young people enjoy life differently, away from their mobile phones.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

[12 marks]

[+ 9 marks for SPaG]

Green highlighting - reference to mark scheme

Sample answer: Pass

Phonapocalypse: How to stop phones from taking over our kids' lives

The screen epidemic

Everywhere **you** look, it's becoming evident that children are filling all of their time by scrolling on social media, **wasting precious hours** of life that they will never be able to reclaim. **Sure**, smartphones provide us with a great way to connect with one another, **but**

increasingly, they are being used for whittling away the minutes with memes or reels rather than making or maintaining valuable connections with others.

How can we get kids moving?

To combat this epidemic of lazy scrolling, kids need to be encouraged to get involved in a range of activities from an early age. Given that childhood obesity rates have increased by an extremely worrying 20% in the past 10 years, there has never been a more critical time for the younger generation to get out, touch grass, and engage in traditional physical activities like playing football or going on walks. It's such a shame that in the prime of their lives, young people are letting their bodies waste away when they should be at their most healthy and active. Encouraging (or even enforcing) time spent outdoors is bound to help alleviate some of the problems that are being caused by a lack of exercise, making kids healthier and happier as endorphins are released during physical activity.

What else can we do?

Not all kids will be able to (or want to) go out and get muddy, but that doesn't mean that they are held back when it comes to the range of leisure options open to them. Within living memory, screen time was non-existent, and kids still had tons of fun reading, painting, making daisy chains, chatting together, and playing with toys. As over 88% of baby boomers report enjoying their teenage years (in contrast to only 39% of gen-Zers), it's perhaps time to go back to the good old days and swap phone chargers with skipping ropes. The kids might not like being wrenched from their phones at first, but in the long-run, it will do them a world of good!

Word count: 352

Examiner comments:

- The tone and style are appropriate for the task, including informal and conversational elements such as contractions and exclamations.
- Subheadings have been used effectively, and paragraphs split the ideas into clear and logical sections.
- The answer appropriately responds to the task by making suggestions about how young people can 'enjoy life differently, away from their mobile phones'.
- The writing is persuasive, using statistics and language techniques such as rule of three and metaphor to convey the ideas convincingly.
- Several complex sentences have been formed correctly.