



AQA Functional Skills English Level 2 Writing Practice Paper

Sample Answers

Activity 1: Write a report

This activity has a possible **22 marks** available.

Complete the activity in the space provided.

There aren't enough parking spaces for the people who come to your place of work.

You have been asked to write a report outlining the problems this causes. Your report should describe problems caused to staff, visitors and people in the local area. Make suggestions about how parking spaces should be allocated and prioritised.

Your report should be between 250–350 words.

[22 marks]

Green highlighting - reference to mark scheme

Sample answer: Pass

Report on Parking Space Shortage

Introduction

The inadequate space at our workplace's car park has become a significant issue, affecting staff, visitors and the local community. This report outlines the problems caused by the shortage and offers suggestions for better allocation and prioritisation of parking spaces.

Problems Caused

1. **Staff:** Employees spend excessive time searching for parking, leading to lateness and reduced work hours. The daily struggle for parking increases stress, therefore impacting morale and job satisfaction. Additionally, parking far from the workplace

and walking long distances can be challenging for staff with health issues or disabilities.

2. **Visitors:** Visitors face difficulty finding parking, leading to delays and frustration. Inadequate visitor parking reflects poorly on **the company's professionalism** and can deter potential clients or partners, affecting business opportunities.
3. **Local Community:** Overflow parking in surrounding streets increases traffic congestion, inconveniencing local residents. Illegally parked cars can obstruct visibility and pathways, posing safety risks. Furthermore, frustration among residents due to staff and visitors parking in nearby areas can cause anger within the community.

Suggestions for Allocation and Prioritization

To address these issues, **we should** reserve parking spaces for essential staff, prioritising those with mobility issues and key roles in daily operations. Designating specific areas for visitors will allow them to have a better experience and will maintain a positive company image. Encouraging carpooling and using public transport **can help** reduce the number of vehicles needing parking.

Implementing flexible work hours **will** stagger the times where staff are arriving and leaving, therefore reducing peak parking demand. Lastly, arranging offsite parking with shuttle services would also ease the pressure on onsite parking facilities.

Conclusion

Addressing the parking shortage is crucial for improving the workplace environment and maintaining positive relations with visitors and the local community. By implementing these measures, we can alleviate parking problems and create a more efficient and harmonious environment for everyone involved.

Word count: 308

Examiner comments:

- The answer includes a range of complex sentences that have been constructed accurately.
- A range of irregular and specialist vocabulary has been used and spelt correctly.
- An appropriate format has been used for a report, including an appropriate title and subheadings, numbered sections and progressive indentation.
- A range of modal verbs have been used accurately, for example will, can and should.

Activity 2: Write an article

This activity has a possible **22 marks** available.

Complete the activity in the space provided.

An article on your local newsfeed argues that public transport should be free of charge in order to reduce the number of cars on the road. The newsfeed is asking for readers to submit articles giving their opinions in response.

Write an article expressing your own views. In your article, you should:

- consider the advantages and disadvantages of free public transport
- state whether it would encourage more people to use public transport
- give examples to support your opinions.

[22 marks]

The Case for Free Public Transport

We Explore the Benefits and Drawbacks of Free Public Transport

By Callum Trainer

In the ongoing debate about urban mobility, making public transport free of charge is a compelling proposition. Some people argue that it could reduce the number of cars on the road, leading to significant environmental and societal benefits. However, it is essential to consider the advantages and disadvantages carefully.

Advantages of Free Public Transport

1. Reduction in traffic and pollution: free public transport can lead to fewer cars on the road, reducing traffic congestion and harmful emissions. For example, Tallinn, Estonia, reported decreased car use and pollution after implementing free public transport in 2013.
2. Increased mobility for low-income residents: eliminating fares would provide financial relief for low-income individuals, ensuring equal access to transport. This can enhance job opportunities and access to essential services.
3. Public health benefits: fewer cars on the road can lead to fewer accidents and reduced air pollution, therefore enhancing overall public health and wellbeing.

Disadvantages of Free Public Transport

1. Financial sustainability: operating public transport systems is expensive. Without income from fares, cities would need to find alternative funding sources, which could lead to higher taxes or reallocation of funds from other critical services.

2. Overcrowding and maintenance issues: free services could lead to overcrowding, making public transport less comfortable and reliable.
3. Limited impact on car usage: not everyone will switch to public transport, especially those who value the convenience and flexibility of private cars. Cultural attitudes towards car ownership can also be a significant barrier.

In conclusion, whilst free public transport has clear advantages, particularly for the environment and low-income residents, it also presents challenges related to funding and infrastructure. Carefully designed policies and investments are necessary to maximise benefits and address potential drawbacks.

Examiner comments:

- The response provides a clear and well-structured answer to the question, and the full context of the question has been considered.
- The answer includes a range of complex sentences that have been constructed accurately.
- An appropriate format has been used for an article, including a title, author's name, strapline and subheadings.
- Writing is organised using organisational markers such as also, whilst, however.