

The Examination

There are **two** tasks. Each task will assess your writing skills. Marks are awarded for:

- spelling, punctuation and grammar
- communication of information, ideas and opinions
- level of detail and appropriateness of length
- format, structure and language
- sentence range and paragraph structure
- clarity of meaning
- meeting the needs of its purpose and the audience

Task 1

You write for the local newspaper and receive the following leaflet:

Guide dogs provide mobility and freedom to blind and partially sighted people.

Did you know:

- there are nearly 4,800 guide dog owners in the UK;
- the training of a guide dog takes 24 months;
- training costs approximately £34,000;
- a guide dog uses selective disobedience to keep their handler safe; and
- there is no funding available for training.

We rely on volunteers to help train the dogs and make a difference.

Please help others to lead full and enriching lives.

Contact us for more information.

www.theguidedogfoundation.org Tel: 06843 552 179



Guide Dogs

Write an **article** for the newspaper encouraging local people to help the Guide Dog Foundation.

You should take approximately **30 minutes** to complete this task.

Suggested word count 250-300 words.

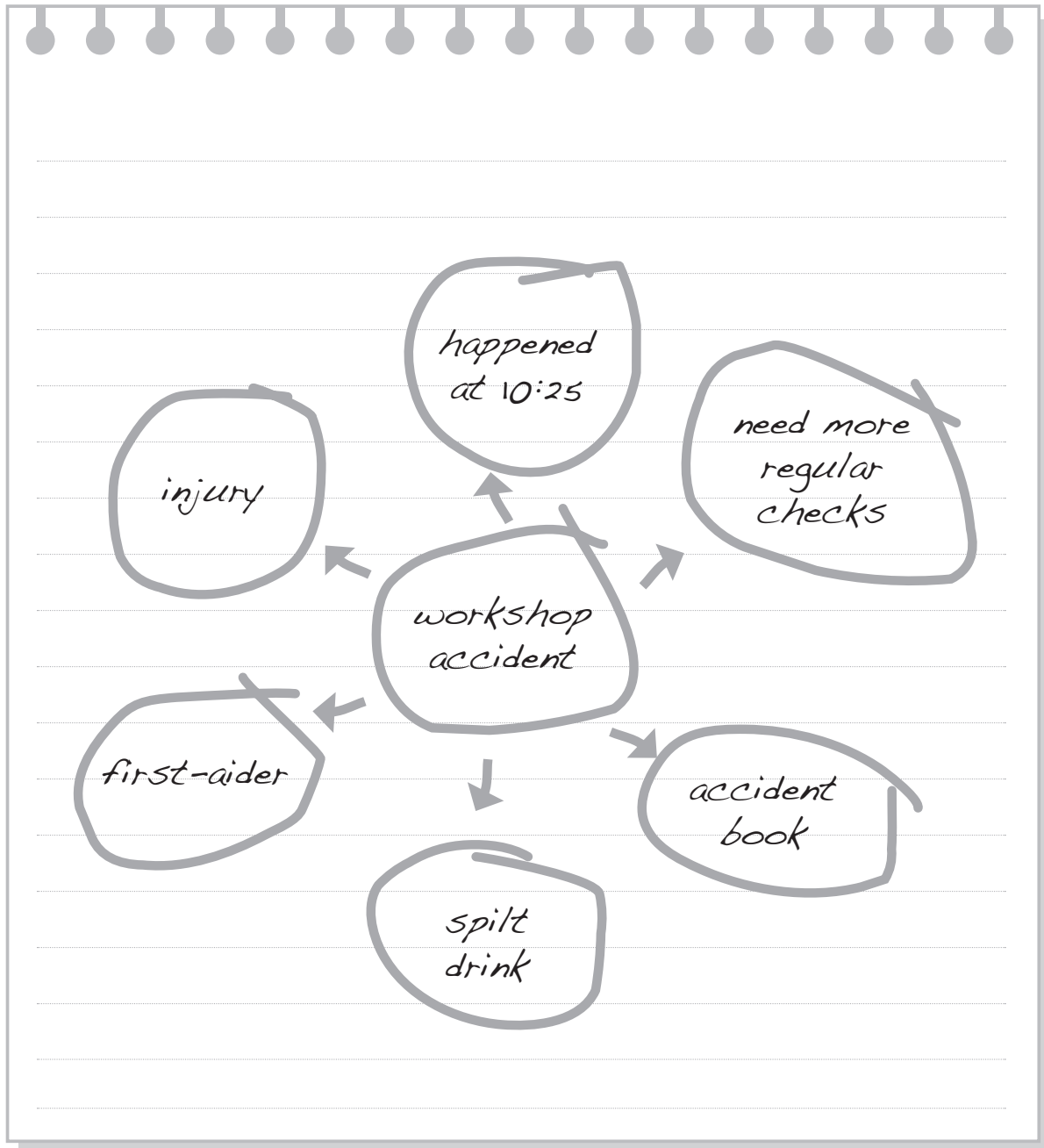
(27 marks)

You may use this box to write notes or plan your answer. **Important: notes/plans will NOT be marked.**



Task 2

You work in the workshop of a manufacturing company. It is a busy area with lots of large machinery. Recently a colleague slipped on a wet floor and was injured. You saw the accident and made these notes:



Write a **report** for your manager explaining what happened and provide suggestions to improve safety in the workshop.

You should take approximately **30 minutes** to complete this task.

(27 marks)

You may use this box to write notes or plan your answer. **Important: notes/plans will NOT be marked.**



Write your answer here:



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For official use only:

	Task 1	Task 2	TOTAL
Marks available	27	27	54
Mark(s) awarded			

Marker:	
Date:	

2 nd line marker	
Date:	



Level 2

Writing

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We listen and respond