

# FUNCTIONAL SKILLS

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## A GUIDE TO ENGLISH WRITING.

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### WHAT IS IT?

English Writing is one of three assessment components of the full English Functional Skill qualification, along with:

- English Reading
- English Speaking and Listening

Once each component is achieved then the full English qualification is awarded and this is equivalent to GCSE level.

### WHAT DO YOU HAVE TO DO?

The writing component of the English qualification is assessed separately from the other components, by the way of an examination.

The exam can be completed traditionally on paper, or on a laptop.

You will be presented with two 'free writing' scenarios, one of which will need to be persuasive e.g. you will be asked to influence an argument. Example:

***"You worked at the festival in your chosen role and really enjoyed the experience. The festival organiser has asked you to write an article for their website to help encourage people to apply to work at next year's festival. She is keen for you to advertise the fun elements and benefits of working at the festival."***

***Your task is to write an article for the festival's website.***

You will be assessed on the following:

- Presenting information clearly and concisely
- Using an appropriate writing style
- Using a range of sentence structures, including complex sentences
- Using paragraphs to organise written communication effectively
- Punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- Ensuring writing is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning