

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS ENGLISH

09499/03

WRITING TASKS

This assessment may be taken within these dates:

6 – 10 DECEMBER 2010

TIME: 55 MINUTES

YOU NEED

- These tasks and the resource booklet for Reading and Writing.
- An answer booklet.
- A pen with black ink **OR** access to a computer and printer to print out your responses which should be firmly attached to your answer booklet.

You may use a dictionary but you must not ask anyone to help you. You must not use a spell or grammar check facility.

INSTRUCTIONS TO CANDIDATES

- Do NOT open this task booklet until you are told to do so by the supervisor
- Make sure your personal details are entered correctly in the answer booklet.

YOU HAVE 55 MINUTES TO COMPLETE THE WRITING TASKS

- Read the resource documents booklet and the information inside this question paper carefully before starting the tasks
- Write your answers in the answer booklet provided
- If you use extra paper, make sure that it has your name and candidate number on it and is securely attached to your answer booklet
- When you have finished, hand your answer booklet to the supervisor.

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WRITING TASK (25 marks)**Scenario**

You have been having problems with cockroaches in your flat, which is on the top floor of William House. You feel not enough has been done to resolve the problem and, as Secretary of the Residents' Association, have been asked to write a brief report to the Management Committee of the flats, recommending what should be done, and also an article for the Residents' Association newsletter. To prepare for this, you must read the information from Document 1, Document 2 and Document 3.

You have **55 minutes** to read the documents and do the tasks below. You should spend about **5 minutes** of this time reading the documents.

Do **both** writing tasks.

For **both** tasks, remember to write in sentences, using accurate spelling, punctuation and grammar. Allow time to proof-read your work.

Writing Task A (14 marks)

Write the formal report for the Management Committee of William House, summarising residents' views and your research about the problem. You should indicate what you think the Committee should do to rectify the situation and recommend your choice of contractor, with reasons.

You should spend approximately **30 minutes** writing this report.

Writing Task B (11 marks)

Write an article for the Residents' Association newsletter. You should aim to reassure residents about the danger of infestations, to inform them about what they might be able to do to keep this and future infestations to a minimum and what you have recommended the Management Committee of William House should do.

You should spend approximately **20 minutes** writing this article.

