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**FUNCTIONAL SKILLS**

English Level 2 – Writing



**20. Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)**

**Colons**

Colons can be used to introduce information in a list, either in the form of a sentence or bullet points. For example:

You will need: asparagus, lemons, Parma ham and rosemary.

You will need:

* asparagus
* lemons
* Parma ham
* rosemary

Colons can also be used to join two sentences together when the second sentence explains something in the first (much like using **because**). For example:

Jessica doesn’t want to come: she isn’t a fan of big crowds.

Stanley was soaked: he had forgotten his umbrella.

**Using the information provided, answer the following questions.**

**Question 1**

Look at the following sentences and select which ones use colons correctly.

|  |  |
| --- | --- |
| 1. In her backpack, she packed: a water bottle, a map, and a compass. |  |
| 1. In her backpack: she packed a water bottle, a map, and a compass. |  |
| 1. In her backpack she packed, a water bottle: a map and a compass. |  |

|  |  |
| --- | --- |
| 1. She wore a coat: it was cold and raining. |  |
| 1. She wore a coat: the tiger fiercely growled. |  |
| 1. She wore a coat: it was too hot. |  |

|  |  |
| --- | --- |
| 1. At the festival, I bought: sandals, sunglasses and suncream. |  |
| 1. At the festival: I bought sandals, sunglasses and suncream. |  |
| 1. At the festival, I bought sandals: sunglasses and suncream. |  |

**Using the information provided throughout all of the punctuation videos, answer the following question.**

**Question 2**

**A learner was given the following mock question to answer.**

You discover this article in your local newspaper.

**Highfield Community Centre to Close**



After an announcement today on the council’s website, Highfield Community Centre will close to make way for a new multi-storey car park. The community centre has been at the forefront of all major events in the town over recent years and provides a wide range of community activities every week for local residents including mother and baby classes and children’s martial arts classes. Residents must now travel up to 35 miles to access any of the activities that the community centre provided, despite a lack of regular public transport out of the area. However, some residents are in favour of the plans to build a car park, as not only could it reduce parking issues in the town, but also could provide more jobs for locals, such as car park security and parking attendants. Not only this, local businesses are looking forward to the influx of new business in the area, with the addition of a new car park.

Write a **report** for the council highlighting the issues raised in the article and making any recommendations for the council’s plans.

You should take approximately **30 minutes** to complete this task. ***(27 marks)***

The learner has written a report, but has not included all of the punctuation needed. Using the information in this booklet, add the correct punctuation to the student’s answer where it is needed.

|  |
| --- |
| Proposal for Multi-Storey Car Park in Town Centre  Stephen Jones  This report will look at the effect that the proposed car park will have on the local community its residents and the environment.  Advantages  The following have been identified as advantages of the new car park   * more visitors to the area * more revenue for businesses * more jobs in the area   These have been identified by residents when asked about the proposed plans for the area.  Disadvantages  There are also many disadvantages to the new car park including a loss of community activities particularly for children and the elderly losing a sense of community losing a safe space for vulnerable residents and more people becoming reclusive.  There would also be an end to the local communities events calendar with activities such as Highfield Wellness Festival and the popular weekly childrens event Wonder Wednesdays.  Recommendations and Conclusion  Due to the significant loss to residents it doesnt seem a good idea to replace the community centre with a car park. Although there are some advantages these are outweighed by the disadvantages. Residents will have nowhere to go in their spare time and the loss to community spirit will be massive. |

**Your functional skills exam**

Your functional skills exams will consist of 2 papers.   
These papers will take place over the following time periods:

* Reading exam – 60 minutes
* Writing exam – 60 minutes

Further information on the format that your test will take can be obtained from your training provider.

**Hints and tips for writing**

* Find out what format your exam will be in. It may be paper-based or   
  on-screen.
* Plan what you are going to revise in advance. Do not leave it until the last minute.
* Do as many mock papers as you can so you are prepared for the day. If possible, try to complete the mock papers following the same format as the actual exam.
* Find a quiet place to study and revise. It helps to sit at a table or a desk.   
  Do not revise in bed.
* Do not stay up all night revising the night before your exam. It is important to have a good rest, so you feel refreshed and ready to go.
* Read the question 3 times. The first time to ensure you understand what is being asked, the second time to get an understanding of what you need to do and a third time to figure out exactly which English techniques you should be applying.
* If you are struggling with a question, skip it and come back to it later. Try not to sit getting stressed about a difficult question, it will only waste exam time. Move on and come back to it after you have answered the other questions.
* Take note of the number of marks available. 27 marks should give you an indication of how much information you should give in your answer.
* When you have finished the exam, go back and check your answers. If you still have time remaining, use it to check your answers and when you have checked your answers check them again.