Instructions to learners

Check that you have the correct paper. Please complete the information above.

You must use complete sentences. You will be assessed on your use of English.

Use blue or black ink. Do not use a pencil.

You may use word processing software to complete the assessment, but printing out should take place after the end of the assessment time.

You may use a dictionary.

There are 2 tasks in this assessment. You must complete both tasks.

Allow time to check your work before the end of the assessment.

Total marks available: 25

You have one hour to finish the assessment.
Task 1 – Allow around 20 minutes for this task

Your local council has introduced fortnightly refuse collections and recycling bins. On their website they have set up a blog where you can add your own views about this.

Think about the size of your family and how much rubbish your family has each week. Add a comment to the blog. Write in complete sentences.

Here is an example of one person's view of the scheme:

I have to say that fortnightly rubbish collections are simply not acceptable! I have a large family and our rubbish bin becomes full very quickly. I am appalled to see that you will not be recycling plastic! Either re-instate the weekly rubbish collection, or add more items to your recycling plans!

You will be assessed on:

- relevant content
- presenting information in a logical order using complete sentences
- using appropriate language and style of writing
- accurate spelling, punctuation and grammar

(10 Marks)
Please leave your comments here about our new fortnightly refuse collections and recycling bins. We value your thoughts.

Your name: 

Your email address: 

Your comment: 

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Task 2 - Allow around 40 minutes for this task

The local council collects household rubbish once a fortnight. There was a strike by the refuse collectors. The council did not collect your rubbish when they should have. Rubbish has been waiting for collection by the roadside for nearly a month. The bags have become torn. It is the middle of summer. You are worried about health and safety. Write a letter to the council setting out your concerns and asking the Council what you should do.

Use the address: County Council, PO Box 23, S78 1XL

You should include:

- an introduction setting out the issues
- a section explaining what you feel the council should do
- a conclusion that summarises your main points.

You will be assessed on:

- presenting your work clearly
- including relevant information
- structuring your work with sentences and paragraphs
- accurate spelling
- correct use of punctuation
- correct use of grammar

(15 Marks)

You may plan your letter here.
Write your letter here.

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