**Functional Skills English | Level 2 | Writing Question**

**Information**

* You recently witnessed an accident at your organisation
* You have been asked to write a report of what happened before for the accident report book.

**Writing Task**

Write a witness statement of the accident you saw.

In your statement you should

* Say where and when the accident happened
* Describe what happened before, during and after the accident
* Explain how similar accidents could be avoided in the future

**You aim to write about 250 – 300 words.**

(21 marks)