



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

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Forename(s)

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Candidate signature

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# Functional Skills Certificate

## FUNCTIONAL ENGLISH

### Component 2 Writing Level 1

Tuesday 17 January 2017

Afternoon

Time allowed: 45 minutes

#### Materials

- You will need no other materials.

#### Instructions

- Use black ink or black ball-point pen.
- Fill in all the boxes at the top of this page.
- Answer **both** questions.
- You must answer the questions in the spaces provided. Do not write outside the box around each page or on blank pages.
- Do all rough work in this book. Cross through any work you do not want to be marked.

#### Information

- The marks for questions are shown in brackets.
- The maximum mark for this paper is 20.
- You are reminded of the need for good English and clear presentation in your answers.
- You may use a dictionary.

#### Advice

- You are advised to spend about half your time on each question.



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QAN 500/8701/0

Answer **both** questions.

You are advised to spend about half your time on each question.

1

## Clean up Our Parks!!!

**Who are we?** We're The Cleaner Park Group and we want to improve our local parks. We want to get as many people involved as possible.

**Why?** The parks are disgusting: litter, vandalism, dangerous footpaths, dirty ponds... The list could go on and on.

**How?** By writing to your local council. Send a letter demanding action to Michele Evans, Head of Parks and Gardens, High Street, W1 5N.

You have received this leaflet through your door.

You wish to support the Cleaner Park Group by writing to the council.

Write a letter to Michele Evans, informing her about the parks.

You should include:

- what is wrong with the parks
- your own experience of the parks
- what the council should do about the problems.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

**[10 marks]**

Plan your answer here:

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Turn over for the next question

DO NOT WRITE ON THIS PAGE  
ANSWER IN THE SPACES PROVIDED



0 5

Turn over ►

2



**Party Poppaz**  
*We're the party people for all your party needs.*  
Tell us

- *Where you want your party*
- *When you want your party*
- *What you want at your party*

*We'll provide lights, music, entertainment, food, drink. Just tell us what you want.*  
*We are also specialists in fancy-dress, costume and theme parties. We'll also clean up after you.*  
Book via email at: [partypoppaz@email.co.uk](mailto:partypoppaz@email.co.uk) or online.

You wish to arrange a party for friends and family.

Send an email to Party Poppaz informing them of what you want for your party.

You should include:

- date, time and place for your party
- what food, drink and entertainment you want
- any special requirements for the party.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

**[10 marks]**

Plan your answer here:

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