

Please write clearly in	block capitals.		
Centre number		Candidate number	
Surname			
Forename(s)			
Candidate signature			

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.



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 here:

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

[10 marks]



Write your letter here:	

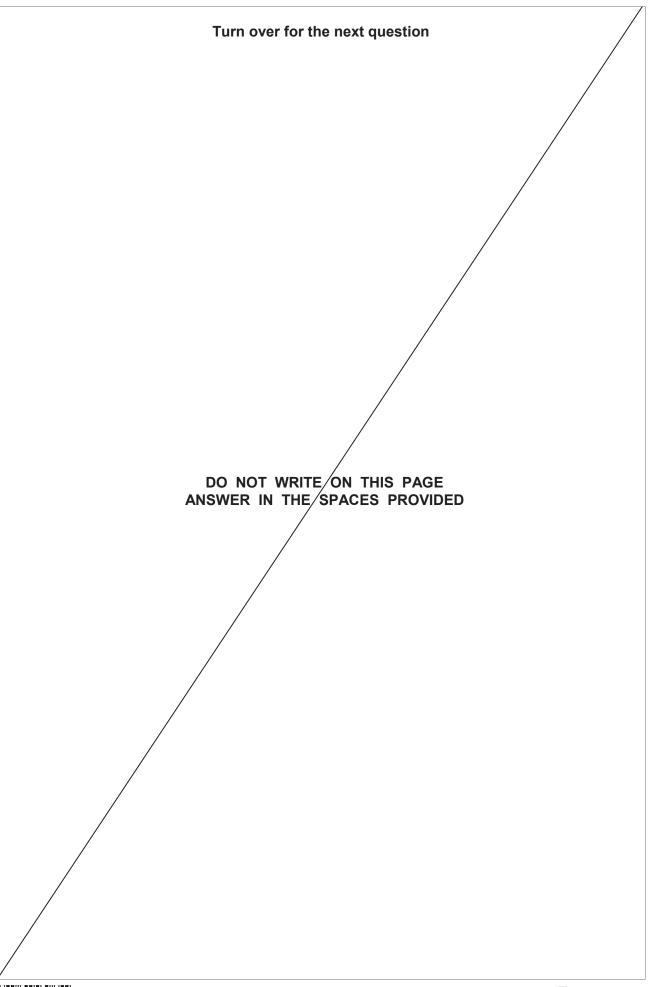


4

Do not write
outside the
box



10





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 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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END OF QUESTIONS

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