



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

Forename(s)

Candidate signature

Functional Skills Certificate

FUNCTIONAL ENGLISH

Component 2 Writing Level 1

Tuesday 16 January 2018

Afternoon

Time allowed: 45 minutes

Materials

- You will need no other materials.

Instructions

- Use black ink or black ball-point pen.
- Fill in 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 answer 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.

For Examiner's Use	
Question	Mark
1	
2	
TOTAL	



J A N 1 8 4 7 2 0 2 0 1

1B/G/Jan18/E5

47202
QAN 500/8701/0

Answer **both** questions.

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

1

John Wright

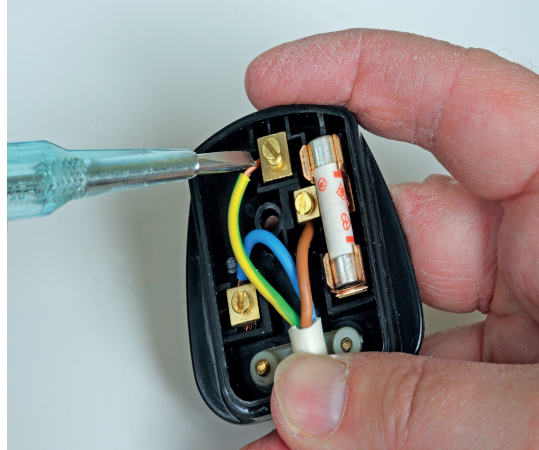
Fully qualified electrician

No job too small Free estimates

Work guaranteed 24 hour call out

Hardworking, polite and punctual

Contact on johnselectricals@email.com



You have used John Wright for some electrical work in your house. You were unhappy with the service you received.

Write an email to John Wright informing him of what happened and what you would like him to do.

Write about:

- what John Wright did
- why you were unhappy with John Wright's work
- what you want John Wright to do.

Remember to:

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

[10 marks]

Plan your answer here:



A large rectangular box with a double-line border, containing 25 horizontal lines for writing. A vertical scrollbar is located on the right side of the box.

10



Turn over for the next question

DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED

Turn over ►



2 You see the following job advertised in a local newspaper.

Thirlmere Water Park and Gardens

We need full-time and part-time staff to work in our busy gift shop, cafés and outside on our water features. We are also looking for people who would enjoy working with plants. You must be enthusiastic and able to work as part of a team.

Interested? We really need to know something about you and why you'd be a good person to work with us.

Please send a letter of application to the manager:

Sandy McGregor, Thirlmere Water Park and Gardens,
Acrefield Lane, Wickby, WY9 4ZQ

Write a letter of application to Sandy McGregor.

You should include:

- what you are interested in doing
- what skills and experience you have
- why you think you would be good at this job.

Remember to:

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

[10 marks]

Plan your answer here:



Write your letter here:

Turn over ►



<hr/> 10

END OF QUESTIONS

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