



Please write clearly in block capitals.

Centre number

--	--	--	--	--

Candidate number

--	--	--	--

Surname

Forename(s)

Candidate signature

Functional Skills Certificate

FUNCTIONAL ENGLISH

Component 2 Writing Level 2

Tuesday 16 January 2018

Afternoon

Time allowed: 1 hour

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 30.
- 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 30 minutes on each question.

For Examiner's Use	
Question	Mark
1	
2	
TOTAL	



J A N 1 8 4 7 2 5 2 0 1

1B/G/Jan18/E8

47252
QAN 500/9126/8

Answer **both** questions.

You are advised to spend about 30 minutes on each question.

1 You have received this flyer through your letterbox.

World Tastes Exotic Catering

We bring exciting food to your home

Professional to-your-door service

Great menus

Prices to match your budget

Tables, plates, cutlery and glasses provided

Entertainment available

Online or email booking

Contact Oi Lin at oilinfood@email.co.uk



You are planning a special party for a friend's birthday.

Write an email to Oi Lin to inform her about what you want for the party.

Remember to:

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

[15 marks]

Plan your answer here:



Write your email here:

New Message

To: oilinfood@email.co.uk

Cc:

Subject:

Send

(The body of the message form consists of 20 horizontal lines for writing.)

Extra space is available on the next page if needed

Turn over ►



A large rectangular box with a double-line border, containing 25 horizontal lines for writing.

15



Turn over for the next question

**DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED**

Turn over ►



0 5

2 You have received the following council notice through your letterbox.

Plans for a snooker hall and night club in this area

Mr V S Ryan and associates have filed a request for planning permission to build a snooker hall and night club in this area. They have also sent a request to the licensing committee for a late bar and music licence until 2 am.

The council wishes to consider the views of residents about this proposal.

If you have any feelings or views about this plan, please write to:

Mr Andrew Bligh
Chief Planning Officer
Town Hall
High Street
Wickby

You wish to make a contribution to the planning process.

Write a persuasive letter to Mr Bligh expressing your views on this matter.

Remember to:

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

[15 marks]

Plan your answer here:



Write your letter here:

Turn over ▶



15

END OF QUESTIONS

Copyright information

For confidentiality purposes, from the November 2015 examination series, acknowledgements of third party copyright material will be published in a separate booklet rather than including them on the examination paper or support materials. This booklet is published after each examination series and is available for free download from www.aqa.org.uk after the live examination series.

Permission to reproduce all copyright material has been applied for. In some cases, efforts to contact copyright-holders may have been unsuccessful and AQA will be happy to rectify any omissions of acknowledgements. If you have any queries please contact the Copyright Team, AQA, Stag Hill House, Guildford, GU2 7XJ.

Copyright © 2018 AQA and its licensors. All rights reserved.

