

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

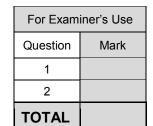
- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer both questions.
- You must answer the guestions in the spaces provided.
- Do not write outside the box around each page or on blank pages.
- Do all rough work in this answer book.
- Cross through any work you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





# 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.

Plan your answer here:		



[15 marks]

	New Message	
To oilinfood@	Pemail.co.uk	
Cc		
Subject:		

Turn over ▶



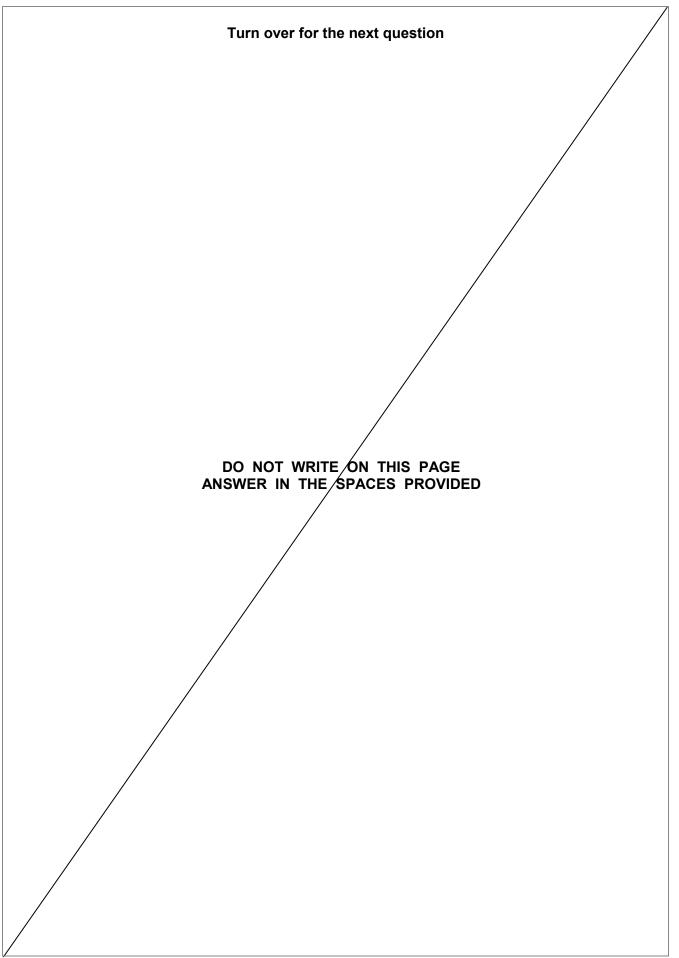
4

Do not write outside the box



15

Do not write outside the box



Turn over ►



[15 marks]

2	You have received the following	a council notice through	vour letterhov
4	Tou have received the following	g council notice unough	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.

Plan your answer here:	



7

Do not write outside the box

Write your letter here:	

Turn over ▶



Do not write outside the

15

# **END OF QUESTIONS**

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