



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 2

Monday 27 February 2017

Afternoon

Time allowed: 1 hour

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.

For Examiner's Use	
Question	Mark
1	
2	
TOTAL	

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.



M A R 1 7 4 7 2 5 2 0 1

IB/M/Mar17/E3

47252
QAN 500/9126/8

Answer **both** questions.

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

- 1 You see the following letter in The Sentinel, a local newspaper.

Buggies and Prams a Menace on the Bus

Dear Editor,

I am a 64-year-old disabled pensioner who has never made a complaint to any newspaper but I am so frustrated I cannot think of what else I can do.

Whenever I get on a bus my path is obstructed by buggies and prams and once or twice I have nearly fallen over. At my age and with my disability, this could be serious. It is even worse in the afternoons.

I have nothing against taking babies or children on the bus, but feel there is a need for some action to allow other passengers to manage.

My solution? Ban prams and buggies on some of our buses. Let's have a pram-free bus for once!

Yours sincerely,
Mrs Sally Edward

The Sentinel Asks:
What do you think
of Mrs Edward's
idea?
Write to: The
Editor, High
Street, Wickby

You want to inform readers of your views about taking prams and buggies on to buses.

Write a letter to the Editor of The Sentinel.

Remember to:

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

[15 marks]

Plan your answer here:



[illegible]

Turn over for the next question

DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED



2

The IT Girls: Computer and Mobile Phone Technicians

Computer died? Screen of death? Error messages? Mobile phone cluttered? Viruses?



Speedy

Polite

Superb work

Safe visits to your home

Great prices

Contact Inez Gonzales at Inez.itgirlz@email.com

An elderly relative has used the above service and was delighted with her experience. She has asked you to write to the company on her behalf.

Write an email to the IT Girls informing Inez Gonzales about what happened and why your relative was so pleased.

Remember to:

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

[15 marks]

Plan your answer here:



Write your email here:

[illegible]

15

END OF QUESTIONS**Copyright Information**

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