

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

Monday 25 February 2019

Afternoon

Time allowed: 45 minutes

Materials

You will need no other materials.

Instructions

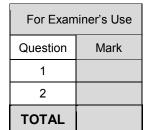
- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer both questions.
- You must answer the guestions in the spaces provided.
- Do not write outside the box around each page or on blank pages.
- If you need extra space for your answer(s), use the lined pages at the end of this book. Write the question number against your answer(s).
- 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.





Answer both questions.

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

1 The following leaflet has been posted to your house:



Great Local Clean-up!!

We're looking for helpers...

Help to improve our area Clean up waste ground Get rid of plastic Meet other helpers Gain work experience Help your community

If you wish to join this project as a helper, write to: Dawn McBride, Helper Organiser, 36 Edale View, Wickby.

Write a letter of application informing Ms McBride why you should be taken on as a helper.

You should include:

- information about yourself
- any skills or qualifications you have
- · why you want to help.

Remember to:

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

Plan your answer here:			



[10 marks]

Write your letter here:	

Turn over ▶



Do not write outside the box
BOX



Do not write outside the box Turn over for the next question DO NOT WRITE ON THIS PAGE ANSWER IN THE SPACES PROVIDED

Turn over ▶



2

Do not write outside the box



You visited Fast Food Heaven with some friends and had a very enjoyable meal. Your friends have asked you to write a review on the restaurant's website.

Write the review of your visit.

You should write about:

- · what was good about the food
- the restaurant and staff
- other good things you remember.

Remember to:

plan your answer

Plan your answer here:

• write accurately in sentences and paragraphs.

[10 marks]

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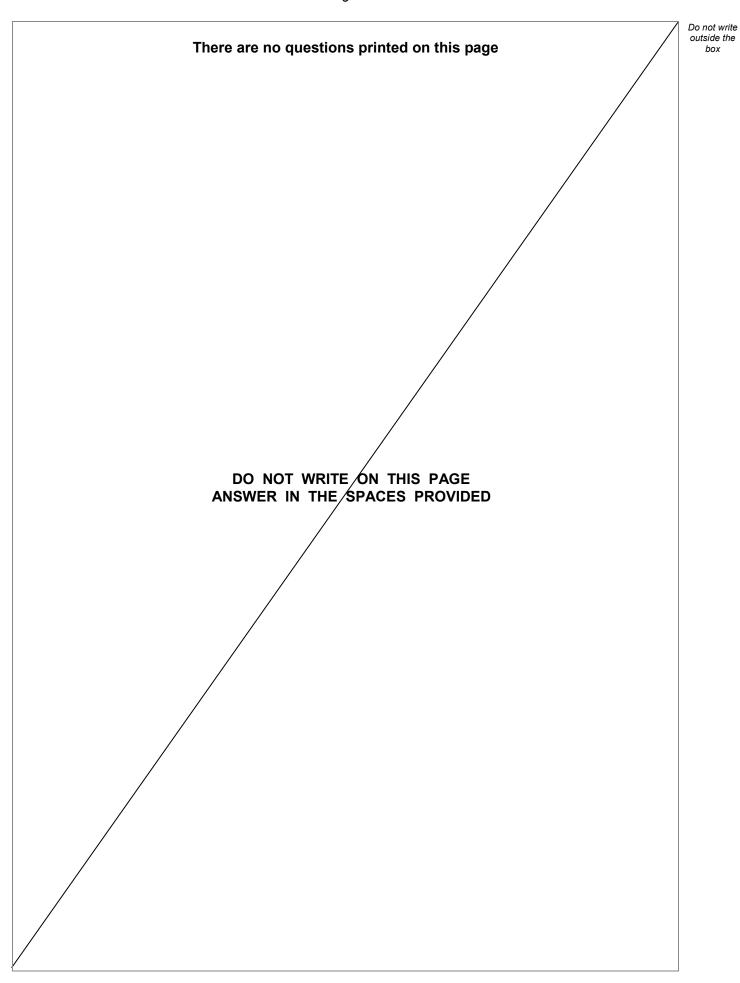
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Turn over ▶



	box
·	
	10







Question number	Additional page, if required. Write the question numbers in the left-hand margin.		



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