



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

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Forename(s)

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Candidate signature

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# Functional Skills Certificate

## FUNCTIONAL ENGLISH

Component 2 Writing Level 1

Monday 26 February 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.
- 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.

For Examiner's Use	
Question	Mark
1	
2	
<b>TOTAL</b>	



M A R 1 8 4 7 2 0 2 0 1

1B/G/Mar18/E6

**47202**  
**QAN 500/8701/0**

Answer **both** questions.

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

1 You have received the following flyer:

## Wickby Wins In National Lottery!!

Wickby will collect over £100 000 from the National Lottery to improve the town. Mayor Kamal Aziz said, 'There are a lot of run-down places in Wickby. It's not just our waste land, there are parks and gardens as well that are neglected. We want to improve our town and this money will be a great help. All we need now are some good ideas.'

**What do we want?** We want ideas on how to spend the money to improve Wickby. This is a great chance for you to make an improvement to our town.

**What can you do?** Tell us about one place you would like to improve. Tell us what you would like and how it would help the people of Wickby.

**How?** Write to Colette, Lottery Funds, Town Hall, Wickby.

You want to contact Wickby Council on how to improve the town.

Write a letter which informs the council of your ideas.

You should include:

- which place you would like to improve
- what improvements you would like
- how your ideas will help the people of Wickby.

Remember to:

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

**[10 marks]**

Plan your answer here:

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*Do not write  
outside the  
box*

Lined writing area with 25 horizontal lines.

**10**



**Turn over for the next question**

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outside the  
box*

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

**Turn over ►**



0 5

2 You have used the following service:

	<p>Foodbox, the local home delivery service</p> <p>Fast food... in a box</p> <p>Good prices</p> <p>Superb staff</p> <p>Great service</p> <p>Quick delivery... in a box</p> <p>Manager: Kelsey Freeman <a href="mailto:Kelseyfood@email.com">Kelseyfood@email.com</a> 0155 555 5555</p>
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You are not happy with this service and wish to complain to the company.

Write an email to Kelsey Freeman informing him why you are not happy.

You should write about:

- what happened
- what your feelings were
- what you want Kelsey Freeman to do.

Remember to:

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

**[10 marks]**

Plan your answer here:

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Write your email here:

*Do not write  
outside the  
box*

**New Message** [minimize] [maximize] [close]

 **Send**

**To...** Kelseyfood@email.com

**Cc...** [empty text box]

**Subject:** [empty text box]

[Large text area with horizontal lines for writing]

**Extra space is available on the next page if needed**

**Turn over ►**



Do not write  
outside the  
box

A large rectangular box containing 25 horizontal lines for writing. The box has a double-line border and a vertical scrollbar on the right side.

**END OF QUESTIONS**

10





**There are no questions printed on this page**

*Do not write  
outside the  
box*

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







*Do not write outside the box*

Question number	<b>Additional page, if required.</b> <b>Write the question numbers in the left-hand margin.</b>
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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