



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 1

Tuesday 12 January 2016

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.
- Do all rough work in this 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.



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IB/M/Jan16/E1

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QAN/500/8701/0

Answer **both** questions.

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

1

Community Action

We're the people trying to change the world we live in by making it cleaner, safer and friendlier. Our projects have included the railway walkway, the Central Park dog trail, the clothing recycling centre and much, much more. Most of the things we have done are now a part of everyday life.

We're looking for workers and volunteers to get involved with what we do.

Send a letter to Andrew Holling, Community Action, High Street.

Tell us something about yourself and what you would like to do.

You have seen the above notice in a shop window and wish to apply. Send a letter to Andrew Holling informing him of the reasons why you would be a good person to join Community Action.

You should include:

- whether you want to be a worker or a volunteer
- what skills and talents you have to offer
- why you are interested in Community Action.

Remember to:

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

[10 marks]

Plan your answer here:



[illegible]

[illegible]

Turn over for the next question

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



0 5

Turn over ►

2

Veg2Urtable:

We deliver fresh vegetables to your table.

We're your local online vegetable and fruit store. We bring our traditions, from years in the trade, to your home.

- Massive choice
- Fresh every day
- Quick deliveries
- Friendly staff
- Discounts for regular orders
- Book online/email

Get in touch with Mishal at:
mishal.veg2urtable@fruitnveg.email



You have recently used Veg2Urtable but are not happy with the service that was provided. Write an email to Mishal informing her of what happened and what you feel should be done.

You should include:

- what happened
- your feelings about what happened
- what you would like Veg2Urtable to do.

Remember to:

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

[10 marks]

Plan your answer here:

New Message

To:

Mishal.veg2urtable@fruitnveg.email

Cc:

Subject:



10

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