



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 questions 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.

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



J A N 1 8 4 7 2 5 2 0 1

1B/G/Jan18/E8

**47252**  
**QAN 500/9126/8**

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](mailto: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.

**[15 marks]**

Plan your answer here:

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A large rectangular box with a double-line border, containing 25 horizontal lines for writing. A vertical scrollbar is located on the right side of the box.



**Turn over for the next question**

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

**Turn over ►**







