



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

Friday 18 May 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	
TOTAL	



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Answer **both** questions.

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

1 An older relative of yours has used this garden service:

Jary's Garden Services

- Creative ideas
- Expert work
- Clean and tidy
- Weeds and pests removed
- Flowers and shrubs cared for
- Polite and friendly
- Special rates for older people



Contact: 0777777777; jarykhan@email.com

Your relative was very pleased with Jary's Garden Services. She has no computer and has asked you to email Jary.

Write an email to Jary telling him why your relative was pleased.

You should write about:

- why your relative used Jary's service
- the work Jary did for your relative
- why your relative was pleased.

Remember to:

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

[10 marks]

Plan your answer here:



Do not write
outside the
box

A large rectangular box with a double-line border, containing 25 horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the box. On the right side of the box, there is a vertical scrollbar with a small triangle at the top and bottom, indicating that the content can be scrolled vertically.

Turn over for the next question

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

Turn over ►



2 You have received the following leaflet through your letterbox:

Council Plans to Stop People Eating in Parks

The council is thinking about banning all food in local parks. This ranges from picnics and barbecues to packets of crisps.

The council is concerned about litter and health problems.

We know that some people will support this idea and others will not.
We want to get the views of local people before a final decision is made.

If you have any views, write a letter to Jenny Radcliffe, Council Leisure Services,
High St, Wickby.

You wish to write to the council.

Write a letter to Jenny Radcliffe saying what you think about the council's plan.

You should write about:

- whether you agree or disagree with the council's plan
- your reasons for agreeing or disagreeing
- what other ideas you have to make the parks better.

Remember to:

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

[10 marks]

Plan your answer here:



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ANSWER IN THE SPACES PROVIDED**



