



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 2

Friday 18 May 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.
- 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 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 U N 1 8 4 7 2 5 2 0 1

1B/G/Jun18/E6

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

Answer **both** questions.

You are advised to spend about 30 minutes on each question.

**1** You are volunteering with an organisation that is trying to reduce crime in your community.

Your team leader asks you to read the following from a website:

**Fraud? Identity theft? Scams? Bullying?**

**Need for action on cybercrime**

Nearly 1 in 50 British people report they have suffered at the hands of cyber criminals. The figure is three times higher for older people.

Many people say they are scared of becoming a victim of cybercrime and often need advice on how to keep safe online.



Your team leader has asked for a leaflet on this topic that would appeal to people of all ages.

Write the leaflet informing readers how to avoid cybercrime.

Remember to:

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

**[15 marks]**

Plan your answer here:

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**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 ►**



2 This flyer has been delivered to your house:

# Community News

## The council to offer 50 internships for local people

The internships, on-the-job training that allows you to acquire workplace skills, are available for one month during the summer break. We have many areas that you could be involved with such as: office administration, libraries and information services, town planning, engineering, parks and gardens, sport and leisure. There are lots of other opportunities, so don't worry, we can find something for everybody.

If you are interested in the internships we need to know something about you, your qualifications and why you would like to train with us. We also want to know what skills you would like to learn. There are likely to be many applicants so you need to convince us about yourself.

Send your application to us via email at [Jenny.comnews@email.com](mailto:Jenny.comnews@email.com)

Write a persuasive email informing Jenny about yourself and why the council should offer you an internship.

Remember to:

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

**[15 marks]**

Plan your answer here:

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15

**END OF QUESTIONS**



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

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ANSWER IN THE SPACES PROVIDED**







