



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 25 February 2019

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 9 4 7 2 0 2 0 1

1B/G/Mar19/E6

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

Answer **both** questions.

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

**1** The following leaflet has been posted to your house:



**Great Local Clean-up!!**

*We're looking for helpers...*

*Help to improve our area  
Clean up waste ground  
Get rid of plastic  
Meet other helpers  
Gain work experience  
Help your community*

**If you wish to join this project as a helper, write to:  
Dawn McBride, Helper Organiser, 36 Edale View, Wickby.**

Write a letter of application informing Ms McBride why you should be taken on as a helper.

You should include:

- information about yourself
- any skills or qualifications you have
- why you want to help.

Remember to:

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

**[10 marks]**

Plan your answer here:

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**Turn over for the next question**

*Do not write  
outside the  
box*

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

**Turn over ►**



2

**Fast Food Heaven**

65 High Street, Wickby  
 Manager: Luke Stanford  
 www.ffh.food.uk

**The Fast Food Heaven DEAL!!!**  
 Free cola with every 14" pizza ordered.  
 Buy one burger, get one free Mon – Thurs

- cleanest service
- best ingredients
- friendliest staff

**Opening hours**  
 7 am – 2 am

**FF Heaven**

You visited Fast Food Heaven with some friends and had a very enjoyable meal. Your friends have asked you to write a review on the restaurant's website.

Write the review of your visit.

You should write about:

- what was good about the food
- the restaurant and staff
- other good things you remember.

Remember to:

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

[10 marks]

Plan your answer here:

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**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**







