



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

Friday 9 November 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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IB/G/Nov18/E7

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QAN 500/8701/0

Answer **both** questions.

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

- 1** An older relative has asked you to contact Waggy Walking to help her with her two dogs.

Waggy Walking

We're the newest dog walking service in town. We provide all your dog walking and dog care needs: feeding, taking to vet, basic grooming etc. Our aim is to make your dog happy so you are happy.

- | | |
|---------------------|-------------------|
| • Polite | • On time |
| • Friendly | • From your house |
| • Reasonable prices | • Insured |



Tell us about your dogs and what you want. We will do our best to get those dog tails wagging.

Contact us by email on waggywalking@email.com

Write an email informing Waggy Walking about what your relative wants for her dogs.

You should include:

- information about your relative's dogs
- what she would like Waggy Walking to do for the dogs
- whether there are any special requirements for the dogs.

Remember to:

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

[10 marks]

Plan your answer here:



Send

To...

waggywalking@email.com

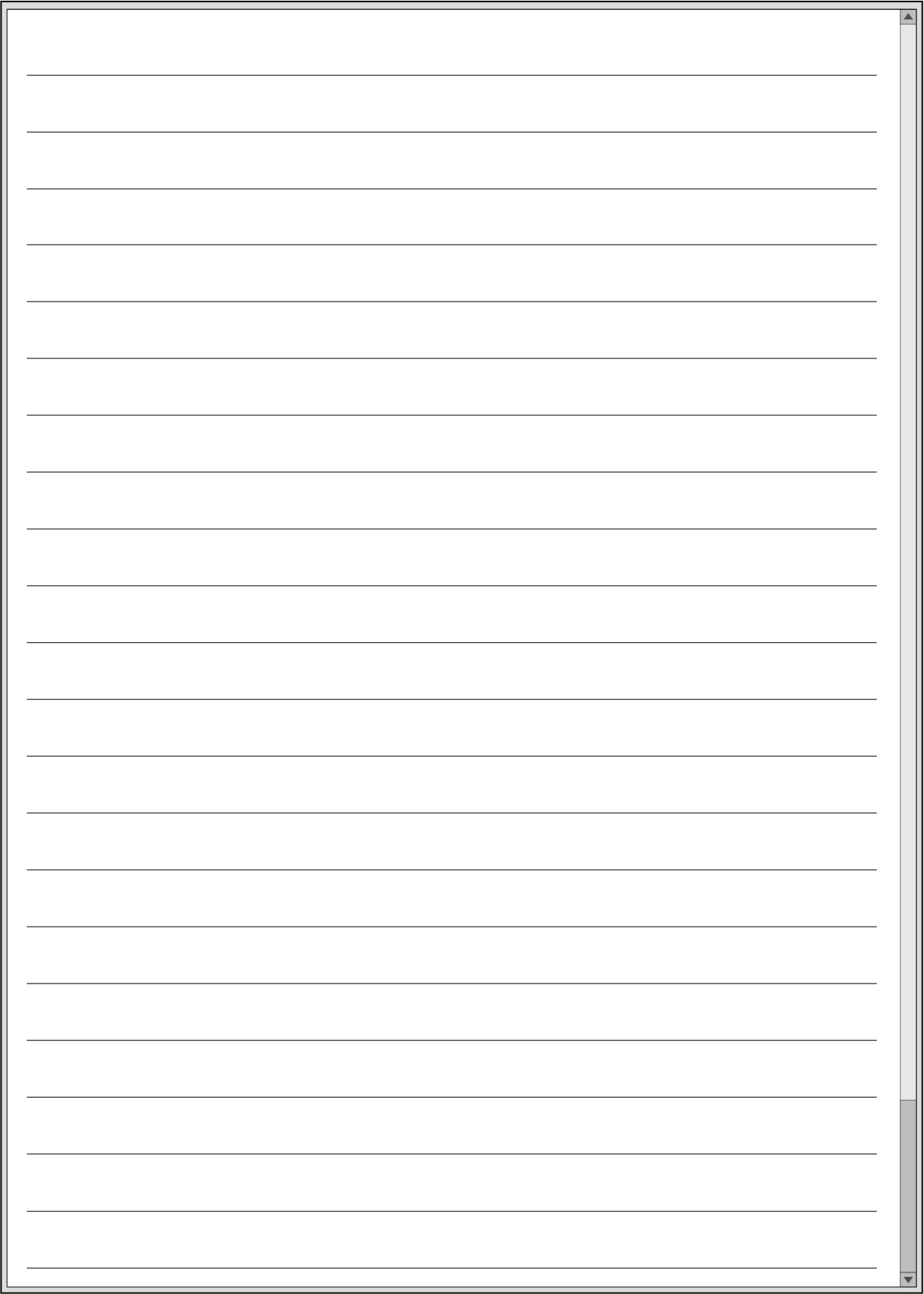
Cc...

Subject:

Turn over ►



Do not write
outside the
box



10



Turn over for the next question

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box*

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

Turn over ►



2

ONLINE Skills...

Here at ONLINE Skills we're ready to help you pick up a special skill through our free welcome offers. Learn online at your own speed.

We can offer: Music, Acting, Foreign Languages, Coding, YouTube Editing, Beauty, Design, Healthcare. (Hundreds of other courses are available, just let us know what you're interested in.)

Our courses usually cost £1000s but we have received funding to enable us to offer free courses. We need to know something about you, what skill or skills you would like to learn, and why you want to take up our offer.

Send a letter of application to Justine through our website at onlineskills.gov.uk

You want to take up the free offer at ONLINE Skills.

Write a letter of application to ONLINE Skills.

You should include:

- information about yourself
- what skill or skills you would like to learn
- why you have chosen this online course.

Remember to:

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

[10 marks]

Plan your answer here:



[illegible]

Turn over ►



[illegible]

END OF QUESTIONS



There are no questions printed on this page

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



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[illegible]

Question number	<p style="text-align: center;">Additional page, if required. Write the question numbers in the left-hand margin.</p>
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