



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

\_\_\_\_\_

Forename(s)

\_\_\_\_\_

Candidate signature

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# Functional Skills Certificate

## FUNCTIONAL ENGLISH

Component 2 Writing Level 2

Friday 9 November 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>	



N 0 V 1 8 4 7 2 5 2 0 1

IB/G/Nov18/E10

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

Answer **both** questions.

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

**1** You see the following story in your local newspaper:

### Local council worried about waste land



The council is worried about the waste land at Wormald Street. Councillors are concerned about keeping it safe, especially for young people. Some empty containers and sheds may prove dangerous if entered, or may become fire risks. There are also problems with vandalism and dumping waste. Some residents who live nearby have voiced concerns about drug taking and illegal parties.

Local people say that while it is left in its current state, the waste land is dragging the local community down and house prices are dropping. They have suggested that the land could be used to help the whole community.

We want to know what ideas our readers have. Send us your suggestions for the waste land's future use and how your ideas could benefit the community.

Write to: Wendy Probius, Editor, The Sentinel, High St, Wickby.

Write a letter to Wendy Probius informing her of your ideas for the waste land.

Remember to:

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

**[15 marks]**

Plan your answer here:

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[illegible]

**Turn over ►**



[illegible]

**Turn over for the next question**

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box*

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ANSWER IN THE SPACES PROVIDED**

**Turn over ►**



2



# Umění World...

Art, Antiques, Clothes, Toys

Proprietor: Adina Novak

Email: adinan@email.com

We hope your item arrived:

- ◆ Well packed    ◆ On time and clean
- ◆ Exactly as described

We pride ourselves on our excellent service. If there are any problems, please get in touch. Contact us before you give bad feedback.

You bought an item from Umeni World, a Czech website, via an internet auction and the above card was enclosed in the box with your item. However, you are not satisfied with the service you received.

Write a formal email to Adina Novak informing her of your dissatisfaction and persuading her to provide you with a full refund.

Remember to:

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

**[15 marks]**

Plan your answer here:

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Write your email here:

Do not write  
outside the  
box

**New Message**

  
**Send**

To...

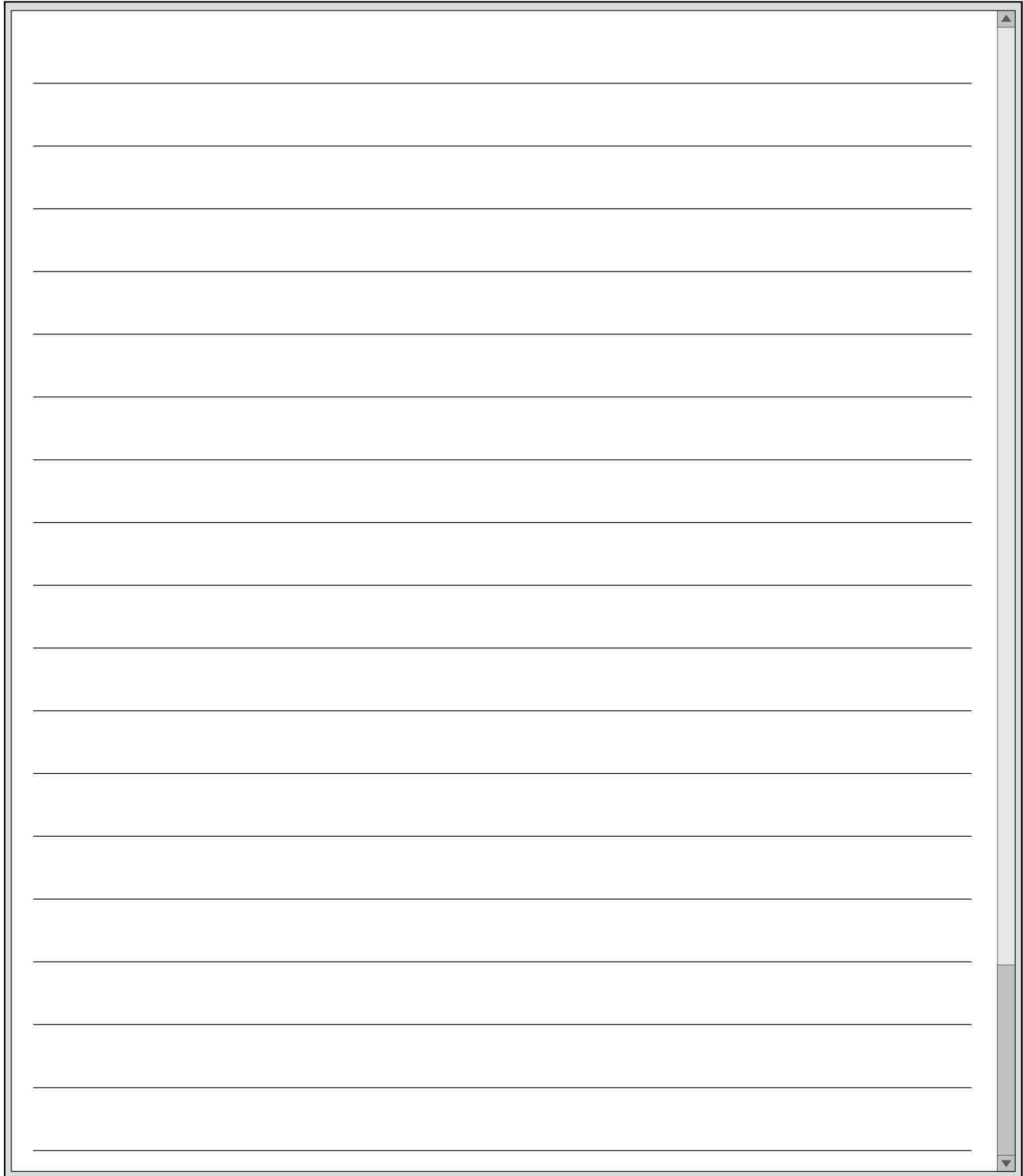
Cc...

Subject:

More space is available on the next page if needed

Turn over ►



**15****END OF QUESTIONS**



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

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outside the  
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ANSWER IN THE SPACES PROVIDED**



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