



NCFE Level 2 Functional Skills Qualification in English (603/5054/4)

Paper Title: Level 2 Functional Skills Qualification in English: Writing

Paper number: P001248

Time allowed: 1 hour

Learner instructions

- Use black or blue ink.
- Answer **all** questions.
- Read **each** question carefully.
- Write your responses in the spaces provided.
- All of the work you submit **must** be your own.

To be completed by the examiner	Mark
Activity 1	/ 22
Activity 2	/ 22
TOTAL MARK	/ 44

Learner information

- The marks available for **each** question are shown in brackets.
- The maximum mark for this paper is 44.
- The use of a dictionary is **not** permitted.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name _____

Centre name _____

Learner number

Centre number

Do not turn over until the invigilator tells you to do so.

This page is intentionally left blank.

This assessment is about:

- Bad weather
- Volunteer work at an animal sanctuary.

Read the information provided and complete the two writing activities:

Activity 1: Write a letter (22 marks)

Activity 2: Write an advertisement feature (22 marks)

41% of the marks are available for evidence of accurate spelling, punctuation and grammar.

Suggested Timings:

- Allow 10 minutes overall for reading, planning and proofreading
- Allow approximately 25 minutes for Activity 1
- Allow approximately 25 minutes for Activity 2.

Activity 1: Write a letter

This activity has a possible **22 marks available**.

Answer the question in the space provided.

There has been a lot of bad weather in your area recently which has resulted in accidents to pedestrians, cars and cyclists. It has been made worse because the council has not carried out any gritting or salting to roads or pavements. It feels as if the council has forgotten about where you live.

You decide to write a letter to the council. In the letter you should include examples of what has happened and what you think the council should do. You should send your letter to The Manager, Highways Department, Ivyton District Council, High Street, Ivyton IV1 1VI.

[22 marks]

You may use the space below for planning and drafting your letter.

past paper

past paper

past paper

Activity 2: Write an advertisement feature

This activity has a possible **22 marks** available.

Answer the question in the space provided.

You work as a volunteer at the Bain Animal Sanctuary. The Sanctuary is desperately short of volunteers and your manager has asked you to write an advertisement feature to appear in the local newspaper.

Write the advertisement feature from the viewpoint of a volunteer, giving details of where the sanctuary is, the animals you look after, the sort of work you do and what you get out of it. The local newspaper has said that advertisement features should be 250 – 350 words.

[22 marks]

You may use the space below for planning and drafting your article.



past paper

past paper

This is the end of the assessment