



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

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

Paper number: P001249

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.

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.

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

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.

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This assessment is about:

- an anniversary celebration
- blocked drains.

Read the information provided and complete the two writing activities:

Activity 1: Write an article (22 marks)

Activity 2: Write a letter (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 an article

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

Answer the question in the space provided.

Next year your organisation will be celebrating 25 years since it was formed. You have been asked to help organise the anniversary celebrations to mark this important event. You have decided to write an article for the organisation's newsletter detailing activities you have planned and asking for other ideas from colleagues or fellow students.

Write the article, which should be between 200–300 words.

[22 marks]

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

Write your article here:

[illegible]

Activity 2: Write a letter

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

Answer the question in the space provided.

The drains outside your home are blocked. Every time it rains heavily there are serious problems for you, your neighbours and motorists. The situation is getting worse every time it rains.

Write a letter to the council describing the situation, explaining in detail the problems caused and requesting that action be taken. The letter should be sent to the Highways Department, Rewood Council, Church Lane, Rewood. RD4 4BT.

[22 marks]

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

[illegible]

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