



NCFE Entry Level 1 Functional Skills Qualification in English (603/5059/3)

Paper Title: Entry Level 1 Functional Skills Qualification in English: Writing

Paper number: SAM

Time allowed: 35 minutes

Assessor instructions:

- Read the below instructions and information to all learners.

Learner instructions:

- Use black or blue ink.
- Read each question carefully.
- Answer **all** questions 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 **20**.
- You must not use a dictionary.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name _____

Centre name _____

Learner number

Centre number

To be completed by the examiner	Mark
Section 1	
Section 2	
TOTAL MARK	

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

Section 1: Letters and Alphabetical Order

This section has 2 marks.

You should spend 5 minutes on this section.

1 (a) Table 1 includes **CAPITAL letters** (upper case).

There are 5 empty spaces.

Write the missing letter in each space. Use capital letters.

Keep them in alphabetical order.

[1 mark]

Table 1

A	B	C	_____	_____	F
G	_____	_____	_____	K	L
M					

1 (b) Table 2 includes **small letters** (lower case).

There are 5 empty spaces.

Write the missing letter in each space. Use small letters.

Keep them in alphabetical order.

[1 mark]

n	o	_____	_____	r	s
_____	u	v	_____	_____	y
z					

Section 2: Writing Composition

This section has a possible **18** marks. Of these marks, 8 are for spelling, punctuation and grammar.

You should spend **30** minutes on this section.

2 (a)

You are going out tonight and will not be home in time for your evening meal.

Leave a note for the people you live with.

In your note, you must say:

- where you are going
- when you will be back
- where and when you will be eating.

Writing composition **4 (marks)**

SAMPLE

This is the end of the external assessment.

SAMPLE

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