**NCFE Level 2 Functional Skills Qualification in English**

**(603/5054/4)**

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

Paper number: P001248

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

**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.

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| Learner name | |  | | | |
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Please complete the details below clearly and in BLOCK CAPITALS.

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

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**This assessment is about:**

* Bad weather
* Volunteer work at an animal sanctuary.

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| **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.

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|  | 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.**

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**Write your letter here:**

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## Activity 2: Write an advertisement feature

## This activity has a possible 22 marks available.

## Answer the question in the space provided.

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|  | 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.**

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**Write your advertisement feature here:**

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**This is the end of the assessment**