



Sample Paper: P000329

NCFE Functional Skills Qualification in English at Level 1 - Writing (501/1660/5)

Time Allowed 1 HOUR

You may use a dictionary during this assessment.

There are two activities in the assessment. You must complete **both** activities.

Read the scenario and each document carefully.

Read each activity carefully before starting.

At the end of the assessment hand all documents over to the invigilator as instructed.

DO NOT TURN OVER UNTIL YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR.

For Examiner use only:	Writing		
Activity number	1	2	Total marks
Marks awarded			
Marks available	20	20	40

SAMPLE

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Adventure Island



Scenario

You have been given the task of organising your work's annual summer outing for employees and their families and friends. You have decided to go to a fun park called 'Adventure Island'.

Read the documents provided and complete the two writing activities:

Activity 1: Write an email. 20 marks

Activity 2: Write a report. 20 marks

Marks are given in both activities for your ability to:

	Activity 1	Activity 2
Write clearly and coherently, including an appropriate level of detail	5 marks	5 marks
Present information in a logical sequence	2 marks	2 marks
Use language, format and structure suitable for purpose and audience	4 marks	4 marks
Use correct grammar, including correct and consistent use of tense	3 marks	3 marks
Ensure written work includes generally accurate spelling and that meaning is clear	3 marks	3 marks
Ensure written work includes generally accurate punctuation and that meaning is clear	3 marks	3 marks

45% of the marks are available for evidence of accurate spelling, punctuation and grammar.

Suggested Timing: Allow 10 minutes overall for reading, planning and proofreading, followed by approximately: 25 minutes for Activity 1 and 25 minutes for Activity 2.

Activity 1: Write an email.
(Marks available: 20)

Write an email to your work colleagues, inviting them, their families and/or friends on the summer outing to Adventure Island.

You can make up an email address of your own or use: employees@smithandco.net

Remember to think about how you should set out your email.

In your email explain:

- why you are writing and who the trip is for
- why you have chosen Adventure Island for the trip
- what they can do at Adventure Island
- details you should include about the trip (date, time, transport, costs etc.)
- what your colleagues should do if they want to attend.

Two documents have been provided. The documents contain useful content for the activity. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

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



Document 1



At Adventure Island it's free to enter!

If you want to go on the rides, you need to purchase a ride wristband based on your height:

RED band – Mini (1m or under)

GREEN band – Junior (1.2m or under)

BLUE band – Big adventure (1.2m or over)



Adventure Island - Fun Park - Reviews

***** 02/05/15

All the fun of the fair!

My family and I had a great day out. The place is well run and clean. There were lots of places to eat and drink. The wristbands were reasonably priced. They work on height. You either pay £11 or £18 for the day and that includes ALL of your rides!

HIGHLY RECOMMENDED 😊

**** 16/06/15

Something for everyone!

There were loads of rides for the kids, as well as for the adults. The wristband scheme means you can go in for free and just watch the kids have their fun. You can also 'pay as you go' and just do a few rides.

It's near the beach too so you can relax there after a busy day on the rides!

Write your email here:

To:

Subject:

Blank area for writing the email body, featuring horizontal dashed lines for guidance.

A large rectangular box with a solid black border and 20 horizontal dashed lines inside, serving as a writing area.

Activity 2: Write a report.
(Marks available: 20)

The trip to Adventure Island was a great success but the company has been going there for three years and they fancy a change of venue.

You have been asked to put forward some ideas for next year's summer outing in a report for your manager. The management team will make a decision on the outing based on your report.

Think about how you should set out your report.

In your report explain:

- what you are suggesting and why
- why it is a suitable choice for staff and their families.

One document has been provided. The document contains useful content for the activity. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

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

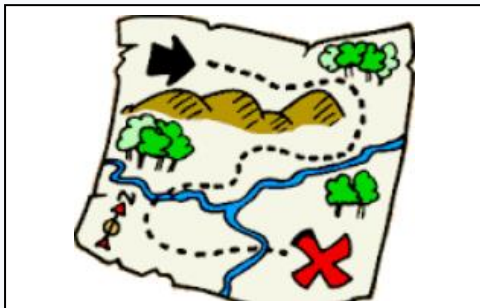




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Get out the office and do something different...

Write your report here:

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SAMPLE

End of assessment