

NCFE Functional Skills English Level 1 Writing October 2019**Sample Answers****Activity 1: Write a letter**

This activity has a possible **20 marks** available.

Answer the question in the space provided.

Some new neighbours have moved in next door and they are very noisy. You have asked them to keep the noise down, but they won't listen to you.

Write a letter to your local council making a complaint outlining what you want the council to do. You should:

- give details of the noise
- outline any actions you have taken
- explain how you have been affected.

Your local council's address is:

Complaints Department
South Middleshire District Council
Torchester
SN1 5TC

[20 marks]

Sandra Rolton
51 Oxberry Way
Southend
SS0 8XO

Complaints Department
South Middleshire District Council
Torchester
SN1 5TC

Dear Sir/Madam,

I am writing to make a noise complaint about my neighbours at 49 Oxberry Way. This is a letter that I did not want to write, but I have been left with no choice.

My neighbours have lived in their house for many years, and we have enjoyed many summer barbecues together, but recently there have been some problems with the noise that I have not been able to solve.

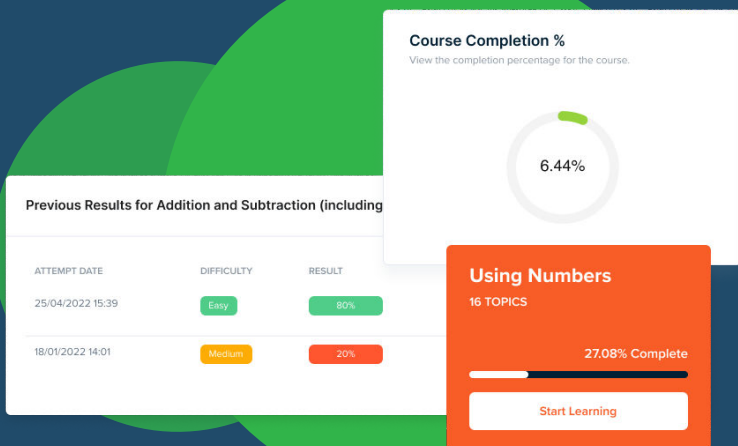
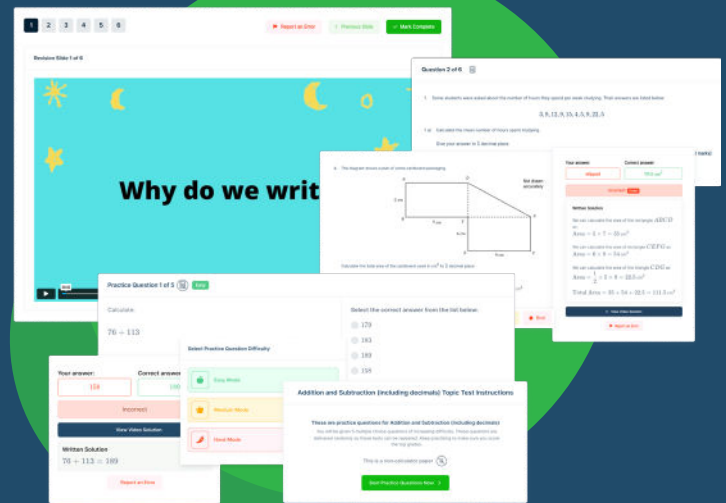


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During the summer holidays, their son has been playing video games with the TV turned up to the maximum volume until very late at night. All the sounds of guns and shouting keep waking up my baby. I tried to speak to my neighbours about this problem, but they told me that I should not give them advice on how to raise their son. Now they will not speak to me and every night the sounds continue like before.

My baby is getting less sleep than she needs, which means that I am getting less sleep than I need. If someone from the council spoke with my neighbours, I think that there is a chance that they would listen.

I hope that you will be able to help our family with this problem.

Yours sincerely,
Sandra Rolton

***Highlighted text** is for important information from the mark scheme

Examiner comments:

- The writer uses the appropriate format for a letter (address of sender and recipient, as well as a formal opening and closing)
- The letter uses persuasive techniques (for example saying how important it is for babies to be able to sleep) and repetition (if the baby doesn't sleep, the mum doesn't sleep)
- The text also tells the story of the events in a clear way, even describing things Sandra did before the problem started

Activity 2: Write a review for a newsletter

This activity has a possible **20 marks** available.

Answer the question in the space provided.

The construction of a theme park has been proposed within a mile of your town, Stiven.

Information from the company's website is given in Document 1 which you may find useful for your review.

Write a review for your local town newspaper telling readers about how the proposed plans may impact on the area, as well as giving your opinion.

The newspaper's editor has said your review should be between 150-250 words.

[20 marks]

Document 1:



Water World Should Come to Us!

Stiven has been a quiet town for a long time and many people have complained that the new water park will make our roads busier. They say that the building of the new roads will cause more traffic than usual and will have a negative impact on people who work in towns outside of Stiven. I think that these are important issues, but **they will be worth the end result.**

As the proposal shows, the new roads to the waterpark will go around Stiven and not through it. **The dual carriageway will be much faster than driving through the city centre.** This means that any extra people who do come through Stiven will be there to buy from our supermarkets and local shops. Local businesses will become more popular and be able to employ more people. Those who want to work outside of our town will have the opportunity to work in the waterpark.

It seems that there will be some small negative problems in the short term, but after two years, Stiven will become a richer and even better place to live. This will create a better town for both us and our children.

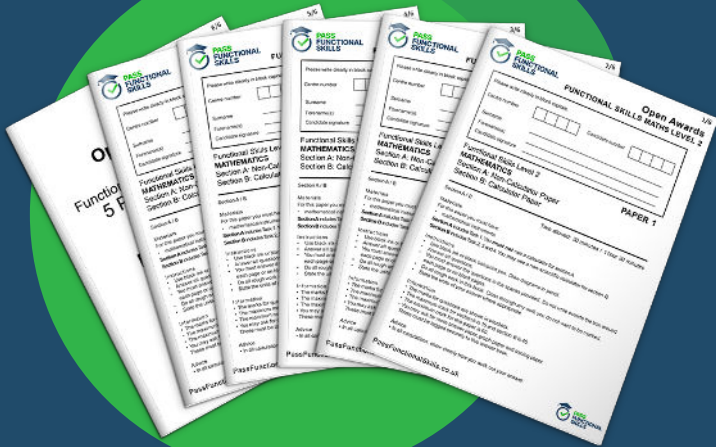
***Highlighted text** is for important information from the mark scheme

Examiner comments:

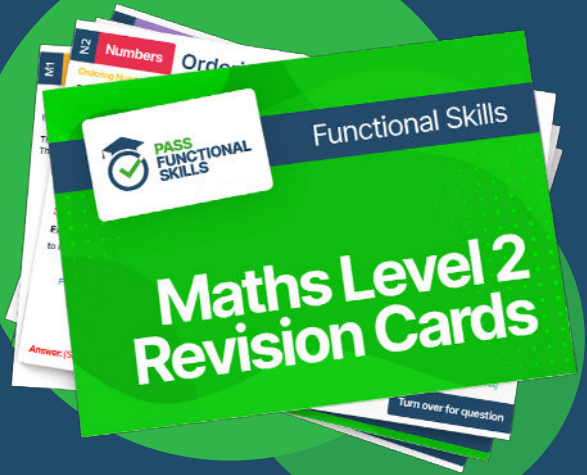
- Article discusses the positive and negative effects of the construction project, but also gives a clear opinion.
- The writer also uses appropriate style (they give their opinion without using emotion and discuss things logically)
- Word count is within the limits needed for full marks, 195 words is enough detail.



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