

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

# Entry Level 1 Functional Skills Qualification in English: Writing

Paper number: 18W

Time allowed: 35 minutes

#### **Assessor instructions:**

• Read out the instructions and information below to 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	U		
Centre name			
Learner number		Centre number	

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

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

## 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).

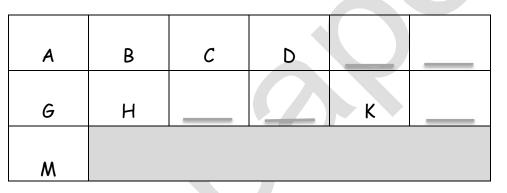
There are 5 empty spaces.

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

Keep them in alphabetical order.







**1 (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.

Table 2

[1 mark]

	-			-	
m		0	р	_	
S	†	u		w	
у					

### **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.

A friend is moving house. They are moving far away. You are sending them a gift. 2 (a) Write a note to go with the gift. You should say: what the gift is why you are sending a gift how you feel about them moving. Writing composition [4 marks]

2 (b)	You are meeting a friend in town. You are going to be late. Write a message to tell your friend.
	In your message, you must say:
	<ul> <li>why you are late</li> <li>when you will get there</li> <li>how you will get there.</li> </ul>
	Writing composition [6 marks]
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	This is the end of the internal assessment.