

# NCFE Entry Level 3 Functional Skills Qualification in English (603/5052/0)

# Entry Level 3 Functional Skills Qualification in English: Writing

Paper number: 17W

Time allowed: 45 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 30.
- You must not use a dictionary.

Please complete the details below clearly and in BLOCK CAPITALS.

| Learner name   |               |  |
|----------------|---------------|--|
| 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                      |      |

| 1 (c) List these towns below in alphabetical order: | 1 markj |
|---|---------|
|   |         |
| Towns Alphabetical order                            | 1 mark  |
| Bolton  |         |
| Runcorn   |         |
| Grantham  |         |
| Boston  |         |
| Grimsby   |         |
|   |         |

# 1 (d) List the words below in alphabetical order:

## [1 mark]

| Words   | Alphabetical order |
|---------|--------------------|
| lease   |                    |
| rent    |                    |
| deposit |                    |
| letting |                    |
| tenant  |                    |
| rates   |                    |

Please turn over

## Section 2: Writing Composition

This section has a possible **26** marks. Of these marks, **6** are for spelling, punctuation and grammar.

You should spend **35** minutes on this section.

**2 (a)** You are looking to live closer to work or college.

You have been to see some flats and houses.

Email your friend and tell them about:

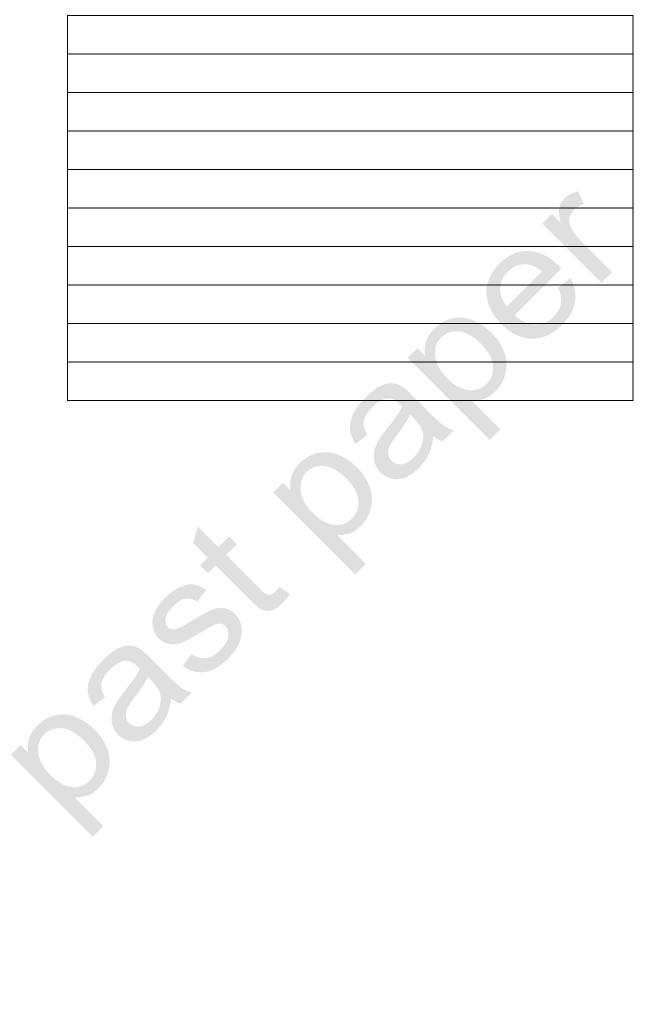
- houses and flats you have liked
- places that would not suit you
- which you think is best and why.

Write your email below. You must select and use an appropriate:

• salutation and close

Remember to write in paragraphs and include compound sentences using conjunctions. Writing composition [10 marks]

|   | Cand | То:      | friend@emails.biz |  |
|---|------|----------|-------------------|--|
|   | Send | Subject: |                   |  |
| Ī |      |          |                   |  |
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**2 (b)** A report in your local newspaper says there are plans to build new homes. The editor has asked readers to share their views.

Write a letter to the newspaper to tell them what you think.

The address is:

The Editor The Herald 21 Parkway Leeds LS1 2AB

Your letter should say:

- what you think is good about these plans
- what problems there might be
- whether or not you think the new homes should be built.

Remember to write in paragraphs and include compound sentences using conjunctions.

| Writing composition [10 marks] |
|--------------------------------|
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This is the end of the internal assessment.