

NCFE Level 2 Functional Skills Qualification in English (603/5054/4)

NCFE Level 2 Functional Skills Qualification in English: Writing

Paper number: **Practice paper**

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.

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

Please complete / check your details below

Learner Name:

Centre Name:

Learner Number:

Centre Number:

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Practice paper

This assessment is about:

- parking spaces
- public transport.

Read the information provided and complete the two writing activities:

Activity 1: Write a report [22 marks]

Activity 2: Write an article [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.

Please turn over for Activity 1.

Activity 1: Write a report

This activity has a possible **22 marks** available.

Complete the activity in the space provided.

There aren't enough parking spaces for the people who come to your place of work.

You have been asked to write a report outlining the problems this causes. Your report should describe problems caused to staff, visitors and people in the local area. Make suggestions about how parking spaces should be allocated and prioritised.

Your report should be between 250–350 words.

[22 marks]

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

Practice paper

Please turn over

Practice paper

Please turn over

Activity 2: Write an article

This activity has a possible **22 marks** available.

Complete the activity in the space provided.

An article on your local newsfeed argues that public transport should be free of charge in order to reduce the number of cars on the road. The newsfeed is asking for readers to submit articles giving their opinions in response.

Write an article expressing your own views. In your article, you should:

- consider the advantages and disadvantages of free public transport
- state whether it would encourage more people to use public transport
- give examples to support your opinions.

[22 marks]

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

Practice paper

Please turn over

Practice paper

This is the end of the external assessment.

[Total: 44 marks]

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

Practice paper