
NCFE Functional Skills English Level 2 Writing December 2019

Sample Answers

Activity 1: Write an article

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

Answer the question in the space provided.

Next year your organisation will be celebrating 25 years since it was formed. You have been asked to help organise the anniversary celebrations to mark this important event. You have decided to write an article for the organisation's newsletter detailing activities you have planned and asking for other ideas from colleagues or fellow students.

Write the article, which should be between 200–300 words.

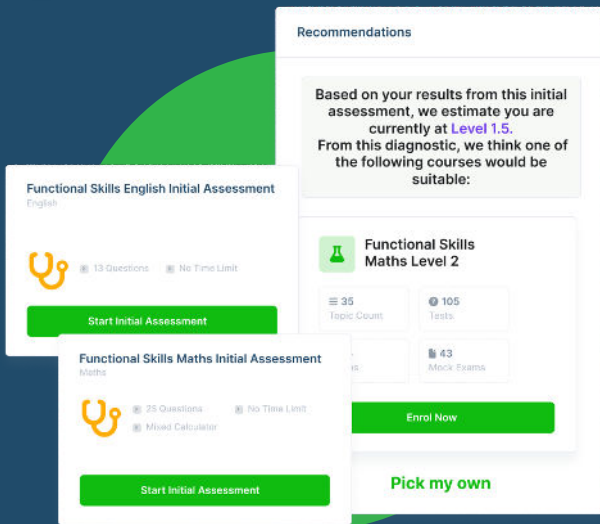
[22 marks]

Green highlight - reference to mark scheme

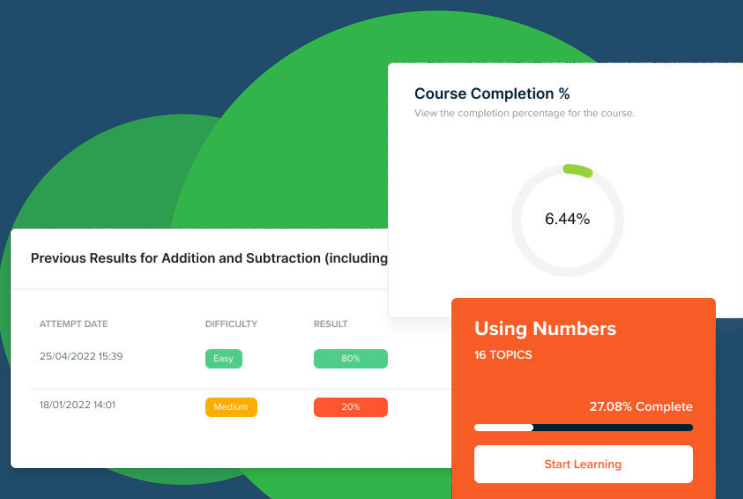
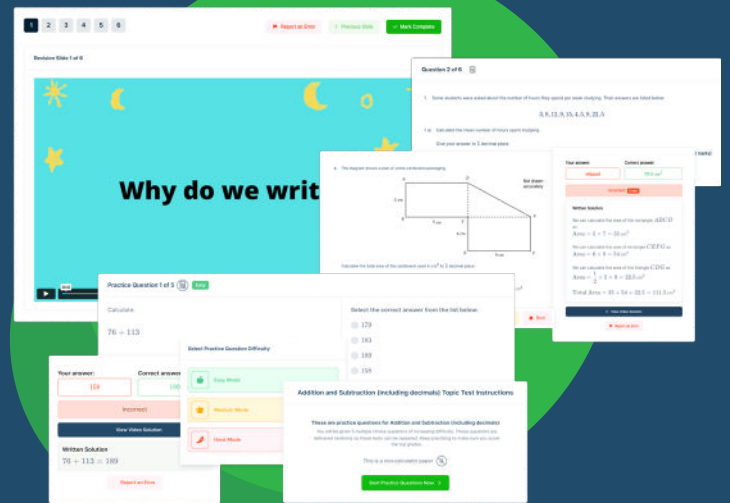


FUNCTIONAL SKILLS ONLINE COURSES

- ✓ Your answers are analysed to determine your Current Level
- ✓ Suggested courses for you to enrol on based on your calculated level
- ✓ Always know the level you are currently working at
- ✓ Determine when you are ready to sit your exam



- ✓ Explainer videos on every topic
- ✓ Quick-fire style multiple choice questions
- ✓ Test your knowledge with exam-style questions
- ✓ Written solutions for all questions



- ✓ See your progress through as you progress through each topic area
- ✓ Get your average scores for practice questions, topic tests and mock exams
- ✓ View all practice question, topic test and mock exam attempts over time
- ✓ View historical attempts to analyse your progress over time

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Sample answer - Pass

25 years of incredible cupcakes!

Our organisation is celebrating 25 years since its creation! This is a momentous occasion for us as we are celebrating the history and legacy of such an amazing cupcake shop, which dutifully serves not only Leeds but surrounding areas like Harrogate and Bradford. To celebrate properly, we are taking the whole day on Friday to celebrate in style.

Key details:

Location: Dawlish Warren Beach

Date: Friday 27th May 2022

Time: 9am-5pm

Activities planned for the day:

We have multiple fun activities planned for this important event, starting with a trip to the beach during the day (with complimentary fish and chips!) to either have some fun paddle boarding or enjoy a relaxing sunbathe and beach games. A barbecue will then take place, with vegetarian and vegan options, and desserts will, of course, be available!

Where do you come in?

Well, besides turning up and celebrating... we could not have got to this incredible milestone without you, our colleagues and friends. Because of this, we are looking for you to send us some of your ideas as to what else you would like to do on the anniversary celebration day. Your opinions matter the most to us and we want you to know how valued you are as a team member. Remember- be creative! The budget for this celebration is not an issue as we are so proud of everyone for getting to this point - any and all ideas will be considered!

Word count - 246 words

Examiner comments:

- Good formatting and structure, use of bullet points and appropriate paragraphing etc
- A range of punctuation and accurate spelling
- Meets needs of purpose and audience



Activity 2: Write a letter

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

Answer the question in the space provided.

The drains outside your home are blocked. Every time it rains heavily there are serious problems for you, your neighbours and motorists. The situation is getting worse every time it rains.

Write a letter to the council describing the situation, explaining in detail the problems caused and requesting that action be taken. The letter should be sent to the Highways Department, Rewood Council, Church Lane, Rewood. RD4 4BT.

[22 marks]



Sample answer - Pass

Jack White

7 Flood View

Water Lane

Rewood

RA1 NY

Highways Department

Rewood Council

Church Lane

Rewood

RD4 4BT

Dear Sir/Madam,

I am writing to inform you of an ongoing issue with the drains to the front and rear of my house. Without fail, every single time it rains heavily, my house is **virtually flooded** and the problem is only getting worse with each shower of rain which, as you can imagine, is very often, given that we are in the UK.

My house is becoming increasingly water-damaged as this issue gets worse, meaning my **three poor children** have had to wade through the kitchen at times, due to the intensity of the flooding. On multiple occasions, human sewage has risen up to surface level from the drains which is **not something I want my children to be exposed to!** My floors have begun warping as they are wooden, costing me thousands in maintenance and repairs, let alone the **eye-watering repainting costs.**

Additionally, the issue has been impacting my neighbours too: **sewage has been spilling into gardens and resulting in plant life being destroyed and pets getting sick, leading to more costs incurred through veterinary bills and replacing dead plants.** **As you can imagine,** the emotional strain, caused by such a sudden financial burden out of our control, is enormous.

As a result of this, I am requesting immediate and effective action to be taken on behalf of my children and my neighbours. This **inhumane situation** cannot be allowed to continue.

Yours faithfully,

Jack White

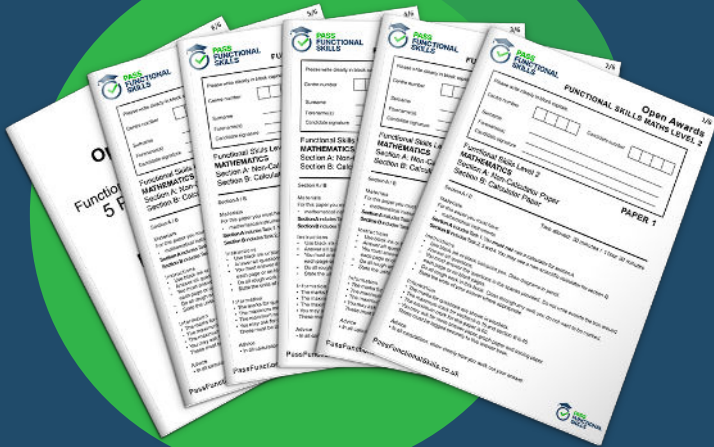
Word count - 256

Examiner comments:

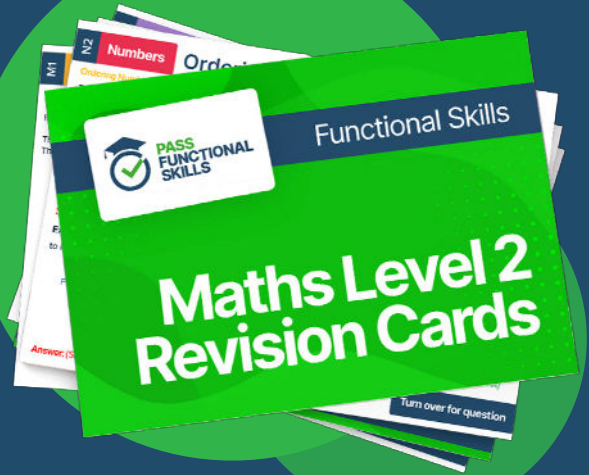
- Very detailed and appropriate length
- Good formatting and structure
- Varied sentence length
- Correct spelling and grammar



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