
NCFE Functional Skills English Level 2 Writing October 2019

Sample Answers

Activity 1: Write a letter

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

Answer the question in the space provided.

There has been a lot of bad weather in your area recently which has resulted in accidents to pedestrians, cars and cyclists. It has been made worse because the council has not carried out any gritting or salting to roads or pavements. It feels as if the council has forgotten about where you live.

You decide to write a letter to the council. In the letter you should include examples of what has happened and what you think the council should do. You should send your letter to The Manager, Highways Department, Ivyton District Council, High Street, Ivyton IV1 1VI.

[22 marks]

Green highlighting - reference to mark scheme

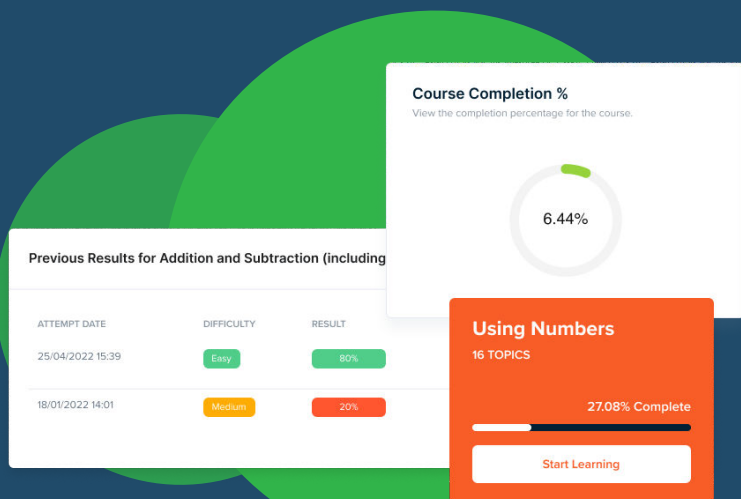
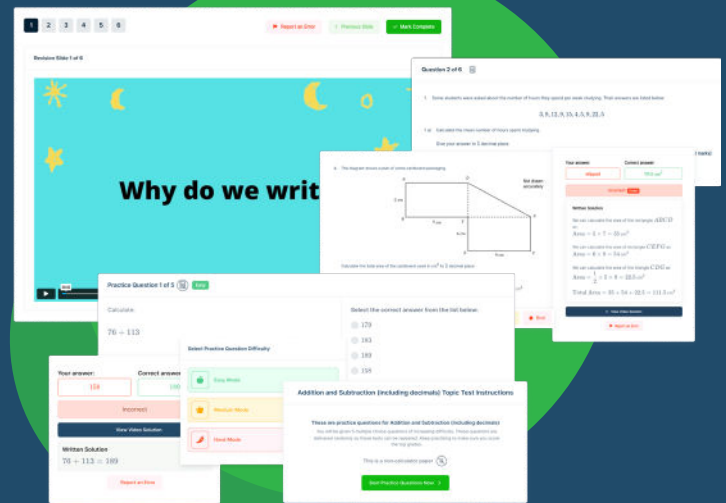


FUNCTIONAL SKILLS ONLINE COURSES



- ✓ 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

Or visit
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Sample answer: Pass

Highway Department
Ivyton District Council
High Street
Ivyton
IV1 1VI

Jack Blue
12 Address Lane
Main Street
LS5 2TH

To The Manager,

I am writing to complain about the treatment of my local area by the council.

The recent storms have resulted in an increase in accidents in the area; the roads are slippery so more cyclists are falling off their bikes as well as elderly people falling over and putting themselves at risk. Vulnerable populations are suffering because of the condition of the roads in this weather. Furthermore, the high speed winds have resulted in trees falling over and blocking the road, making it dangerous to traverse without risking serious injury, especially as so many tree roots are destroying the road anyway.

I argue that this is the moral responsibility of the council. I am absolutely disgusted at the abandonment of this area by the council, who have simply refused to salt or grit the roads since the bad weather started. What do I pay my tax for? I voted for this councillor, is my vote meaningless to you? Rest assured, I will not be supporting you in the future unless this issue is immediately addressed.

To solve this issue, I propose immediate gritting and salting of both the pavements and the roads, an apology from the council as well as a concrete plan and timescale to sort out the roads being destroyed by tree roots.

Yours faithfully,

Jack Blue
Words - 241

Examiner comments:

- Paragraphs used appropriately and construct complex sentences consistently and accurately. Organisational markers used effectively to add clarity and establish cohesion.
- Indicative content reached
- Correct layout for a letter



Activity 2: Write an advertisement feature

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

Answer the question in the space provided.

You work as a volunteer at the Bain Animal Sanctuary. The Sanctuary is desperately short of volunteers and your manager has asked you to write an advertisement feature to appear in the local newspaper.

Write the advertisement feature from the viewpoint of a volunteer, giving details of where the sanctuary is, the animals you look after, the sort of work you do and what you get out of it. The local newspaper has said that advertisement features should be 250 – 350 words.

[22 marks]

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

Sample Answer- Pass

Would you like to work with adorable animals? Want to gain a fulfilling and memorable experience to add to your CV? Do you have a love for creatures great and small? Consider volunteering at Bain Animal Sanctuary!

Located in the heart of the Yorkshire countryside in beautiful surroundings, our sanctuary cares for abandoned, sick or simply old animals who have sadly not found a permanent home. No animal is turned away from Bain: we have a wide range, from the more traditional pets of cats and dogs to cows, donkeys, owls, llamas and even a reptile area! All of our amazing animals have had tragic circumstances in their short lives so a caring and kind nature is essential- we always lead with empathy and love as our first approach.

The work is wonderfully varied; involving cleaning animal pens, having the chance to feed the animals, walking our many dogs, and keeping the farm animals brushed and looking their best! No experience is necessary but a love of animals is key.

What will you gain from volunteering with us? As a volunteer myself, I can attest to the sense of fulfilment gained from this role. Not only do you get a CV boost (volunteering is an amazing way to stand out to employers from the crowd) but a real sense that you are making a difference in the world and having a real impact on the lives of the animals you are helping.

For more information visit our website or give us a call on 12345 678 9012, we are always happy to hear from you!

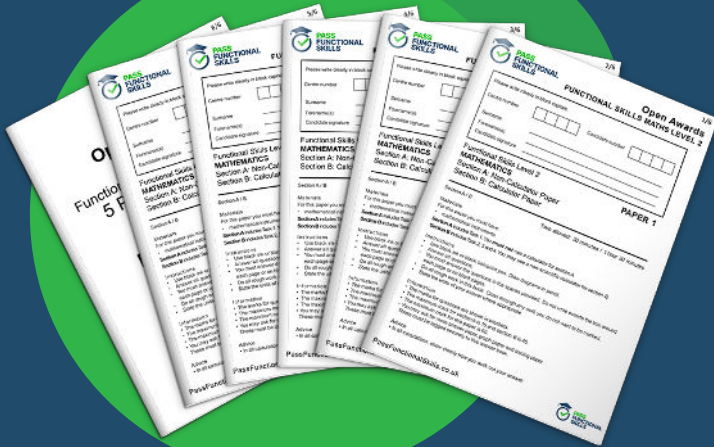
Word count - 265

Examiner comments:

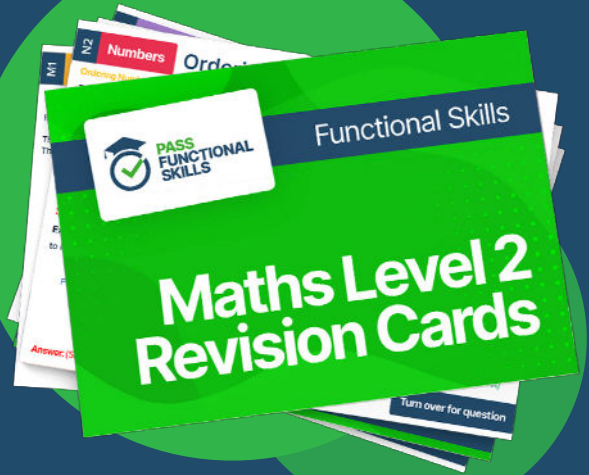
- Structured correctly with appropriate formatting
- Detailed and communicates information, ideas and opinions clearly.
- Accurate use of a wide range of punctuation



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