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## NCFE Functional Skills English Level 2 Writing Sample Paper 3

### Sample Answers

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#### **Activity 1: Write a letter.** **(Marks available: 20)**

You have seen an advert for a television show searching for participants.

Write a letter to apply for the television shows that:

- gives a detailed explanation of why you or a friend would be a suitable for their show
- uses language that will persuade the producers
- uses a suitable format.

**One** document has been provided. The document contains useful content for the activity. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

Document 1

A screenshot of a BBC advertisement for a TV show. The header is 'Be on TV BBC'. The title is 'Eat the World'. The text describes a brand new BBC series looking for home-cooking enthusiasts. It mentions that the series is a celebration of Britain through food and that they want to hear about customs, family traditions, and personal stories. Contact information for Tigress Productions is provided at the bottom.

**Be on TV** **BBC**

**Eat the World**

A brand new BBC series is looking for people who love home-cooking. We want to find people from different communities all over the UK to prepare their favourite national or regional dishes in their own homes and share their stories.

This series is a celebration of Britain through food. We hope to meet home cooks and discover the different cultures and cuisines that thrive throughout the UK.

**We want to hear about customs, family traditions and personal stories.**

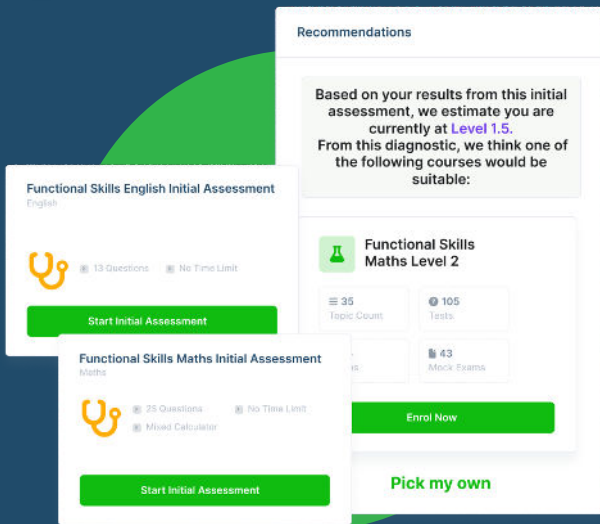
**Apply in writing to:**  
Tigress Productions  
1-2 Oakfield Court  
Bristol  
BS8 2BD

Green highlight - reference to mark scheme

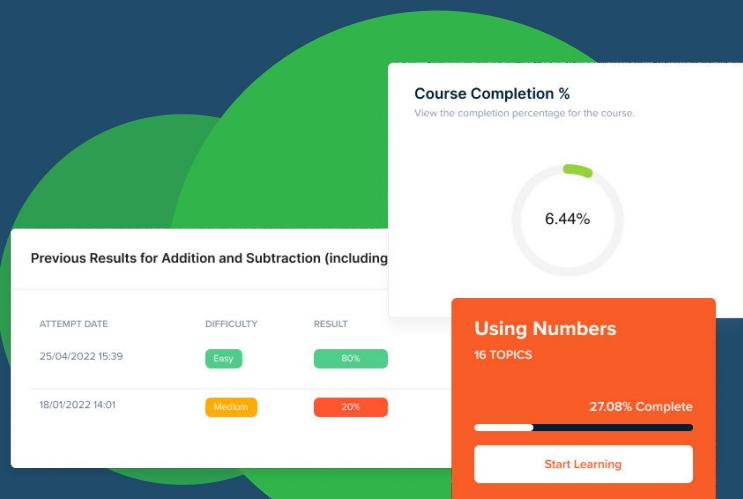
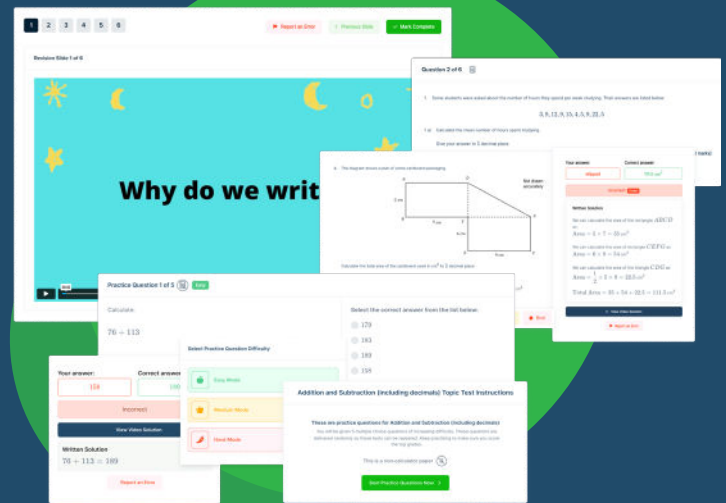


# FUNCTIONAL SKILLS ONLINE COURSES

- ✓ 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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[passfunctionalskills.co.uk](https://passfunctionalskills.co.uk)

**Sample Answer - Pass**

John Smith  
12 Burchett Street  
Leeds  
LS1 234

Tigress Productions  
1-2 Oakfield Court  
Bristol  
BS8 2BD  
29th May 2020

Dear Sir/Madam,

I am writing to put my friend forward for your television show, 'Eat the World'. You said in your advert that you were looking for someone who loves home-cooking, and that exactly defines my friend.

She is originally from Japan so she has a rich cultural background to draw on that is wildly different from the UK, in terms of culture and cuisines. One of the (many) reasons I am suggesting her for the show is that she is a world-class expert in making dishes like sushi and gyoza.

Additionally, I feel my friend would bring some much-needed diversity and passion to the show. This is because her family has been passing down recipes for generations, so there is a long line of history behind the dishes, creating a sentimental aspect to her story that would work amazingly on your show. Why would you not consider her?

She has an exciting range of television experience already, with knowledge of the 'behind-the-scenes' processes and a comfortability on camera that cannot be replicated.

Looking forward to hearing from you and seeing my amazing friend on your show!

Yours faithfully,

John Smith

Word count - 216

**Examiner comments:**

- Detailed and well justified explanation of why they would be particularly suitable
- Form and structure appropriate for a letter
- Persuasive techniques employed



**Activity 2: Write an article.**  
**(Marks available: 20)**

There is a problem with stray dogs in your area. You recently attended a community meeting and found out that since April 2016 all dogs must be microchipped by law.

Write an article for a local newsletter that:

- explains the local problem
- gives your opinions on the change in law
- persuades dog owners to adopt your way of thinking
- uses an appropriate format.

**One** document has been provided. The document contains useful content for the activities. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

A screenshot of a tablet interface. At the top, there is a black header bar with a Windows logo, the text 'Meeting notes', and several icons: a double-headed arrow, a signal strength indicator, a speaker icon, a battery icon, and an 'OK' button. The main area is a white rounded rectangle containing a bulleted list of five points. At the bottom, there is a black footer bar with the text 'File', a small icon, and the text 'Menu'.

Meeting notes

- Compulsory microchipping saves time and money for animal charities and local authorities.
- You can get it done for free at any Dogs Trust centre, or pay for it at any vet.
- Proves who the dog owner is. Reunites lost dogs and owners quickly
- Doesn't hurt the dog.
- Thousands of dogs continue to be lost or stolen – lots of strays.

File Menu

### Sample Answer - Pass

#### Stray Dog situation solved through simple solution?

Anyone who has lived in Leeds for some time knows the stray dog catastrophe we have unfolding before us. More than 50 dogs have been seen running the streets with no collars or owners to identify them. They are now even forming sub packs and starting fights with other dogs on leads. This simply cannot continue! With owners reaching breaking point, one poor dog owner spoke to me about the issue, saying 'I'm scared to take my tiny Jack Russell out these days as he's at risk of being attacked by the stray dog packs'.

Desperate over the rapidly worsening situation in the area, I attended a community meeting on the issue and found out the law has thankfully recently changed in our favour. Since April 2016, dogs are required, by law, to be microchipped. While some people may be against putting a foreign object into their beloved pets, this law is massively helpful to the cause.

Not only can you get your darling dog microchipped completely free at any Dogs Trust centre but it also does not hurt the dog at all, it can swiftly reunite lost dogs and owners and ultimately saves the taxpayer money. This is because local authorities get to spend less precious time and money housing stray dogs. I would highly recommend getting your dog microchipped, not only for your own peace of mind but to be part of a community effort to get these dogs off the streets and into the safe, loving homes that they deserve.

Word count- 260

#### Examiner comments:

- Organised and structured paragraphs
- Includes persuasive techniques
- Word count appropriate for full SPaG marks

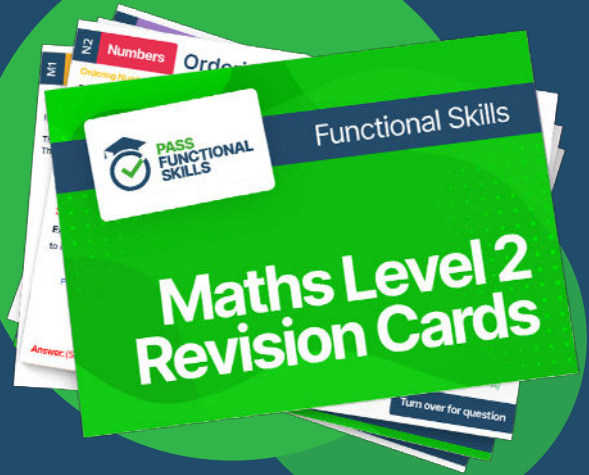




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