

## NCFE Functional Skills English Level 2 Writing Sample Paper 4

### Sample Answers

#### Activity 1: Write an article. (Marks available: 20)

You see the opportunity to be published in a national newspaper that is running a competition in conjunction with Visit Britain. You decide to enter the competition.

Write a persuasive article to promote a British city, town, village or area for the competition. Remember to think about how you should set out your submission.

**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



**GREAT**  
BRITAIN  
*You're invited*

### Win £50 and be published in a National Newspaper!

To enter:

- Write an article promoting a British place of your choice



Send entries to: [editor@dailynews.co.uk](mailto:editor@dailynews.co.uk)

To arrive by 5<sup>th</sup> March.

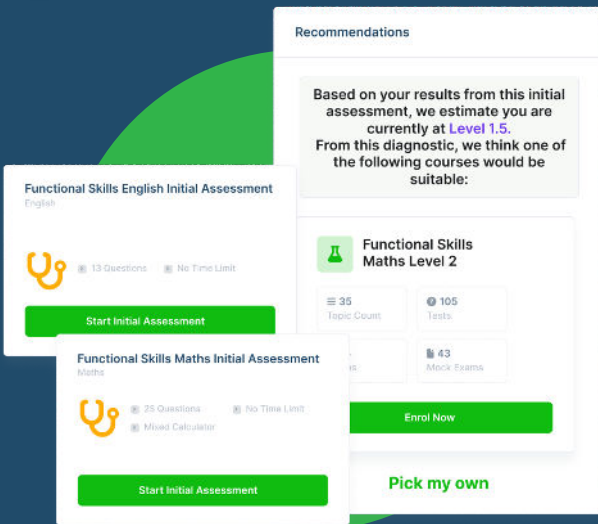
Results to be announced on 12<sup>th</sup> March

Good luck!!

Green highlight = reference to mark scheme

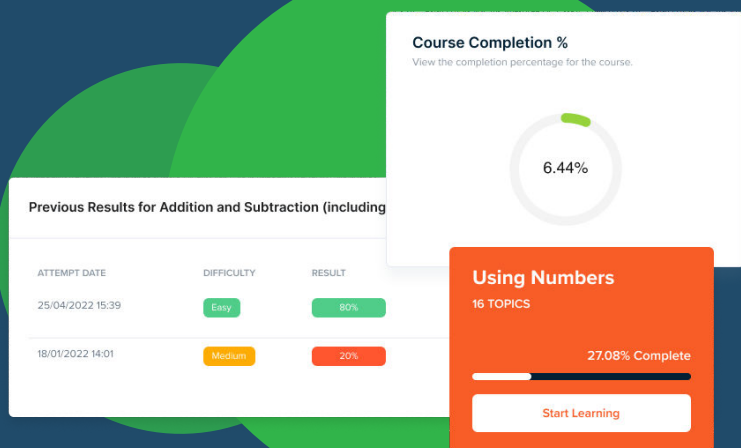
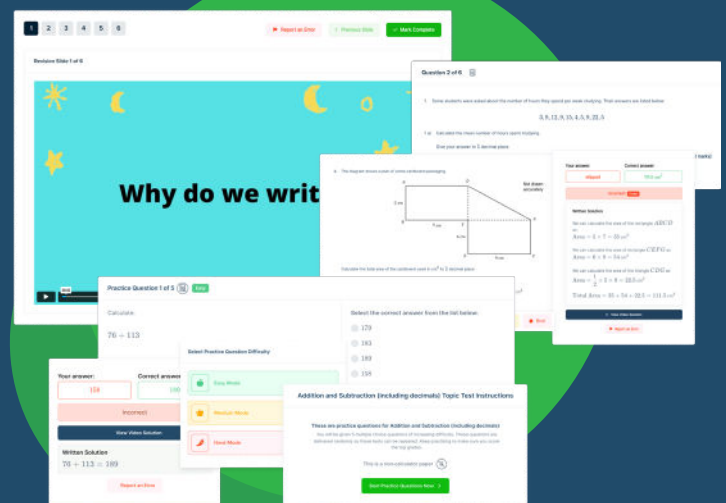


# FUNCTIONAL SKILLS ONLINE COURSES



- ✓ 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

Or visit  
[passfunctionalskills.co.uk](https://passfunctionalskills.co.uk)

### Sample Answer - Pass

Ottery St Mary- small town, big character!

Ottery St Mary is a small market town in East Devon. There is no town more deserving than this one to be published in a national newspaper due to its landscape, culture and rich history.

Ottery is in a lush green valley, 10 minutes away from the sea, offering residents and visitors the amazing opportunity to experience a huge range of natural beauty. In fact, it is within the official area of Outstanding Natural Beauty, a rare thing in a country with a rapidly sprawling urban landscape. In addition, the world-famous Dartmoor is only a stone's throw away!

Furthermore, the history of Ottery is rich and long. It is the only town in the world to partake in the tradition of Tar Barrels (google this for some amazing videos of the event) as well as the ever popular Pixie Day in summer. Young families, elderly people, professionals and tourists come from far and wide to enjoy these events and they are not to be missed.

Finally, Ottery holds a fascinating culture, home to Coleridge the renowned Romantic poet who was greatly inspired by the beautiful landscapes and culture of Ottery. Why not follow in his footsteps and give it a visit?

#### Examiner comments:

- Persuasive techniques like hyperbole, emotive language and informal punctuation
- Appropriate spelling, punctuation and grammar
- Good format, style and structure for article- headline, paragraphs, conclusion and introduction



**Activity 2: Write a letter.**  
(Marks available: 20)

You have recently entered a promotional competition for Visit Britain.

This has made you think about some of the **less** attractive aspects of your city, town or village.

Plan and write a letter to your local council about things that you are **not** happy with and why. You should include your own suggestions for improvements.

**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.

## Council Contact Information

### Services

Your Council provides a wide range of services. These include:

- Youth services
- Libraries
- Parks, open spaces and galleries
- Leisure facilities, including swimming pools and recreation centres
- Refuse collection, street cleaning and other environmental issues
- Maintenance of roads and bridges
- Traffic management and road safety
- Parking services and control
- Disability/Accessibility access
- Economic development and regeneration
- Community development services
- Housing, including the provision of social housing, housing strategy and advice and services for the homeless



### Compliments, complaints and suggestions

We do our best to give you great services, but there is always room for improvement.

Please tell us if you have something to say about any of our services.

Please send your suggestions to:

**Customer Service Centre, Council Offices, 23 High Street, Brighton, BN1 7BH**

If you contact us by letter we will try to respond fully within seven working days.



Sample answer -

Pass

Customer Service Centre  
Council Offices  
23 High Street  
Brighton  
BN1 7BH

John Smith  
12 Burchett Street,  
Ottery St Mary  
East Devon  
DE4 4TH

Dear Sir/Madam,

I recently nominated my beloved town for an article supporting Visit Britain. However, it drew my attention to multiple areas within the town that require council attention and appear to not have been dealt with yet.

Issues I have noticed within the town include litter dropping in public parks, increased potholes after poor weather, broken glass on streets near the school and severe underfunding in the local libraries.

While these are all important issues, to me at least, the most pressing is the potholes. They create unsafe driving conditions, especially as the weather gets darker and colder, and will only get worse if left unrepaired. Do you want to be responsible for a car accident this year?

I propose immediate and intensive repairs to be made by the council, with a start date sometime next week to prevent this urgent issue from getting any worse and putting lives at risk.

Additionally, the other issues mentioned need immediate attention too. The broken glass near the school poses a safety risk to children, the litter in the park is visually horrific and the lack of funding for the library severely limits the amount of people visiting the town. This further is of detriment to the community atmosphere we have as it used to be a social gathering place.

As there are multiple issues, I propose a council meeting very soon to properly discuss how to move forward and respond to these issues effectively with the hope of making our town safer and more accessible for everyone.

Yours faithfully,

John Smith

#### Examiner comments:

- Appropriate formatting and structure for a letter
- Varied sentence length and complexity
- Good overall tone

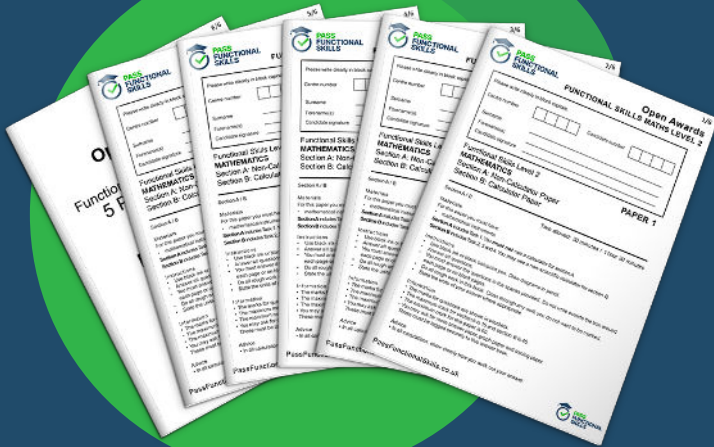


**PASS**  
**FUNCTIONAL**  
**SKILLS**

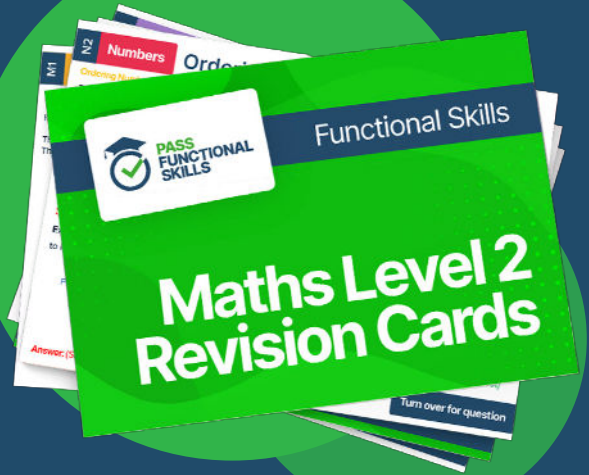
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