



Please write clearly in block capitals.

Centre number

--	--	--	--	--

Candidate number

--	--	--	--

Surname

Forename(s)

Candidate signature

I declare this is my own work.

Functional Skills Level 2

ENGLISH

Paper 2 Writing

Wednesday 26 February 2020

Afternoon

Time allowed: 1 hour

Materials

- You will need no other materials.
- You **must not** have access to a dictionary or any other spelling or grammar aid.

Instructions

- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer **both** questions.
- You must answer the questions in the spaces provided.
- Do not write outside the box around each page or on blank pages.
- If you need extra space for your answer(s), use the lined pages at the end of this book.
Write the question number against your answer(s).
- Do all rough work in this answer book.
- Cross through any work you do not want to be marked.

Information

- The marks for questions are shown in brackets.
- The maximum mark for this paper is 30.
- You are reminded of the need for good English and clear presentation in your answers.

Advice

You are advised to spend 20 minutes on **Question 1** and 40 minutes on **Question 2**.

For Examiner's Use	
Question	Mark
1	
2	
TOTAL	



M A R 2 0 8 7 2 5 W 0 1

IB/G/Mar20/E9

8725W
QAN 603/4285/7



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

Functional Skills English Initial Assessment
English
13 Questions No Time Limit
Start Initial Assessment

Functional Skills Maths Initial Assessment
Maths
25 Questions Mixed Calculator No Time Limit
Start Initial Assessment

Recommendations
Based on your results from this initial assessment, we estimate you are currently at **Level 1.5**. From this diagnostic, we think one of the following courses would be suitable:

Functional Skills Maths Level 2
35 Topic Count 105 Tests 43 Mock Exams
Enrol Now
Pick my own

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

Why do we write

Practice Question 1 of 5
Calculation
 $76 + 113 = 189$

Question 2 of 5
Select the correct answer from the list below:
129
183
189
154

Written Solution
The area of a rectangle is given by the formula: $\text{Area} = \text{Length} \times \text{Width}$.
The area of a triangle is given by the formula: $\text{Area} = \frac{1}{2} \times \text{Base} \times \text{Height}$.
The area of a trapezium is given by the formula: $\text{Area} = \frac{1}{2} \times (\text{Top Side} + \text{Bottom Side}) \times \text{Height}$.

Course Completion %
View the completion percentage for the course.
6.44%

Using Numbers
16 TOPICS
27.08% Complete
Start Learning

Previous Results for Addition and Subtraction (including

ATTEMPT DATE	DIFFICULTY	RESULT
25/04/2022 15:39	Easy	80%
18/01/2022 14:01	Medium	20%

- ✓ 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

Answer **both** questions.

Answer **all** questions in the spaces provided.

0 1

You were given the following card by a friend.

If you have had an accident at work or elsewhere, through no fault of your own, you may be entitled to compensation

Contact us via email at:
sbd.law@email.com

Send us some brief details of your accident and we'll review your case. If we can help you, we will.

Smith, Bridges and Dean, Solicitors

Confidential advice
Professional service
No fees to pay



You have had an accident and decide to contact the above solicitors.

Write an email to the solicitors reporting your accident. Your email should be approximately 150 to 200 words.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write clearly and effectively.

[6 marks]
[+ 3 marks for SPaG]

Plan your answer here:



Write the email in the space below:

New Message _ □ ×

Send To... sbd.law@email.com
Cc...
Subject: Workplace incident

Dear Sir/Madam,

I would like to report an incident at my workplace that took place last month.

Although I work in an office, my boss occasionally asks me to do some heavy lifting. Recently, he ordered a large shipment of rice that was several hundreds of kilograms in weight. He asked me to carry the bags up to an office on the top floor, whilst he went off to play a game of tennis.

I have received no training on how to handle heavy goods, nor have I been offered any. After thirty minutes, I developed a pain in my back that hasn't gone away since; I haven't been able to walk properly or stand up straight either, and this was several weeks ago.

I have had to miss several days of work to visit the hospital, which my boss refused to pay for, since I am on a zero-hour contract. Am I entitled to any compensation for my loss of income, or would you advise me to quit this job?

Yours sincerely,
Bill

More space is available on the next page if needed



*Do not write
outside the
box*

A large rectangular box with a double-line border, containing 25 horizontal lines for writing. A vertical scrollbar is visible on the right side of the box.

9



Turn over for the next question

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outside the
box*

**DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED**



0 5

Turn over ►

0 2

You have read the following notice in your local free newspaper.

Bramby Council – Community Funding



Declarations of Interest

The council is seeking to use some of its budget to fund activities that will help the local community. We are happy to provide funding for the following: sport, arts, entertainment, wildlife conservation, environmental improvement, skills development, catering and community fashion. We expect the funding to go to groups and not individuals. Also, we cannot fund new buildings.

Our maximum award would be in the region of £20,000.

In order to access these funds we invite declarations of interest by letter. Please tell us about your group, what you hope to do, how this would help the community and how much money you would hope to receive.

Write to: Clarissa Jennings, Community Development, Town Hall, Bramby

You are a member of a community group and wish to access the council funds.

Write a letter explaining what your group does and why you wish to gain funding.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

[12 marks]
[+9 marks for SPaG]

Plan your answer here:



Gertrude Stiles
Castlefield Avenue
Bramby
BR4 6BY

20/03/2020

Clarissa Jennings
Community Development
Town Hall
Bramby

Dear Ms. Jennings

I am writing to you today to apply for £15,000 to expand the community project that my team and I have been running for three and a half years.

My journey with the team began when I found out that cookery lessons would no longer be a part of the curriculum at Bramby High School. I was astonished by this, as learning how to prepare food is an important life skill. Other parents at the school shared in my concern, so we started up 'Cooking for Life', with the aim of teaching cookery skills to young people.

Since then, I have been visiting local schools and community centres in an effort to teach children the basics of cookery. We received such positive feedback and have returned to many places in order to teach more advanced skills. To achieve this, I took on a baker and a chef.

More space is available on the next page if needed



With this money, we hope to convert the kitchen in Bramby Wellbeing Centre to accommodate more ovens and fridges so that we may increase the size of our classes. We will use any additional money to purchase ingredients and other supplies for our store cupboards to make sure that we are stocked for all of the classes. The value of this will be great, since working mums and dads will be able to rely on their children to cook for themselves. We will also be able to introduce healthy and exciting meals to those who have fallen into a routine with their daily cooking habits.

I hope that you will consider our application for funding and please get in if you have any questions.

Sincerely,
Gertrude Stiles

END OF QUESTIONS



There are no questions printed on this page

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outside the
box*

**DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED**



09

Question number	Additional page, if required. Write the question numbers in the left-hand margin.
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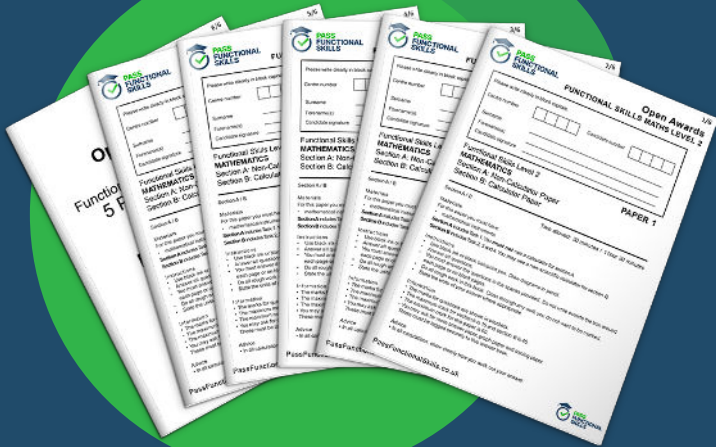
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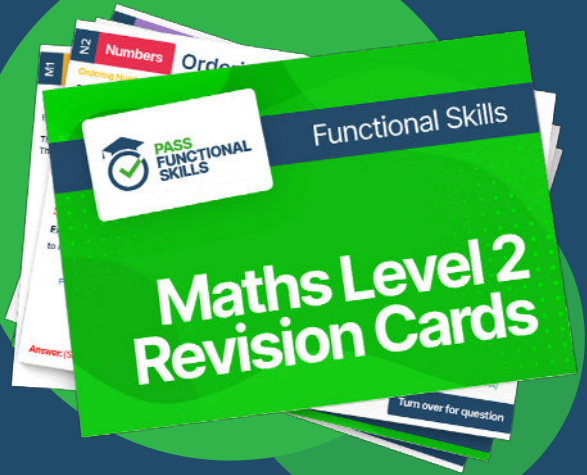
2 0 3 G 8 7 2 5 W



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