



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

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Forename(s)

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Candidate signature

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I declare this is my own work.

# Functional Skills Level 1

## ENGLISH

Paper 2 Writing

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 27.
- 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	
<b>TOTAL</b>	



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

IB/G/Mar22/E3

**8720W**  
**QAN 603/4284/5**

Answer **both** questions.

Answer the questions in the spaces provided.

0 1

You have received the following flyer through your letter box:



You want to use Jumila's GardenCo to do some work for a relative.

Write an email to Jumila saying what you want the company to do.

Your email should:

- say why you are contacting the company
- give clear instructions about what needs doing
- ask about prices
- be approximately **80** to **120** 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:

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Write your email in the space below:

Do not write outside the box

**New Message**
⏏ ⏏ ⏏

 <b>Send</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray; padding: 2px;">To...</td> <td style="border: 1px solid gray; padding: 2px;">jumilagardco@email.com</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">Cc...</td> <td style="border: 1px solid gray; padding: 2px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">Subject:</td> <td style="border: 1px solid gray; padding: 2px; height: 20px;"></td> </tr> </table>	To...	jumilagardco@email.com	Cc...		Subject:	
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Turn over ▶

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box*

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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 were given a link to the following web page.



You want to upload an account to Brambyworld.com.

Write about a time when you enjoyed a visit to a local park.

You should:

- say where you went and who you were with
- say what you did and give any details
- say why you enjoyed your day.

Remember to:

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

**[9 marks]**  
**[+ 9 marks for SPaG]**

Plan your answer here:

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Write your story here:

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**END OF QUESTIONS**





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box*

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ANSWER IN THE SPACES PROVIDED**







Question number	<p align="center"><b>Additional page, if required.</b> <b>Write the question numbers in the left-hand margin.</b></p>
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1 2



2 2 3 G 8 7 2 0 W