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**NCFE Functional Skills Level 1 Writing Practice Paper 2****Sample Answers****Activity 1: Write an email.  
(Marks available: 20)**

Write an email to your work colleagues, inviting them, their families and/or friends on the summer outing to Adventure Island.

You can make up an email address of your own or use: [employees@smithandco.net](mailto:employees@smithandco.net)

Remember to think about how you should set out your email.

**In your email explain:**

- why you are writing and who the trip is for
- why you have chosen Adventure Island for the trip
- what they can do at Adventure Island
- details you should include about the trip (date, time, transport, costs etc.)
- what your colleagues should do if they want to attend.

**Two** documents have been provided. The documents contain 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.

**Green highlighting** - key points from the mark scheme

To: [employees@smithandco.net](mailto:employees@smithandco.net)

Subject: Annual Summer Outing to Adventure Island!

Dear Team,

Get ready for a day of **thrilling adventures, laughter, and quality time** with your loved ones! We are delighted to invite you, your families and your friends to our annual summer outing at Adventure Island, the ultimate fun park experience!

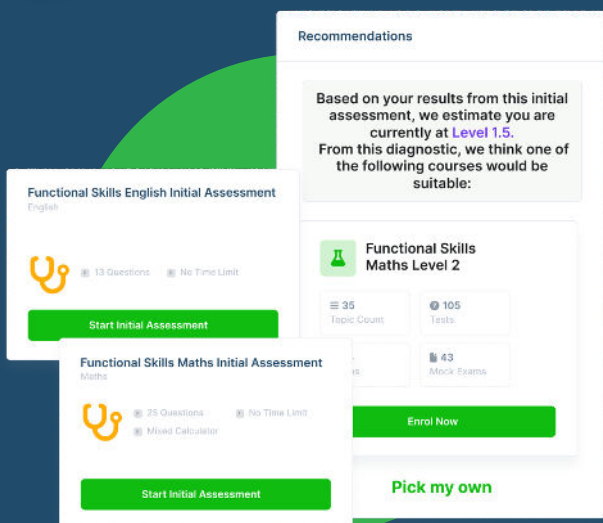
Date: 15.08.2023

Time: 9am

Location: Adventure Island, Tiverton, EX169NB

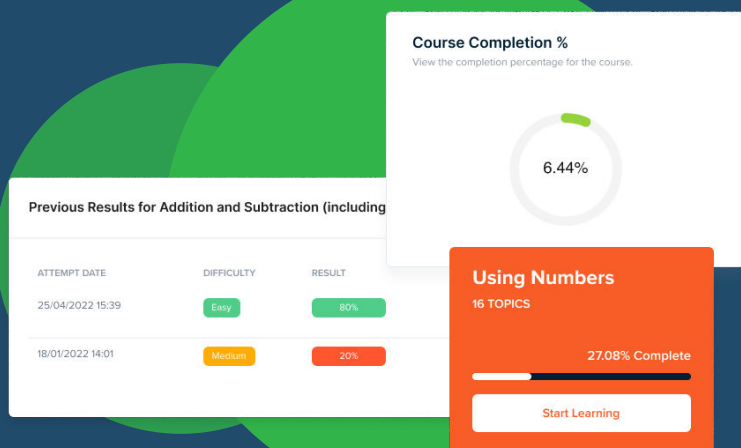
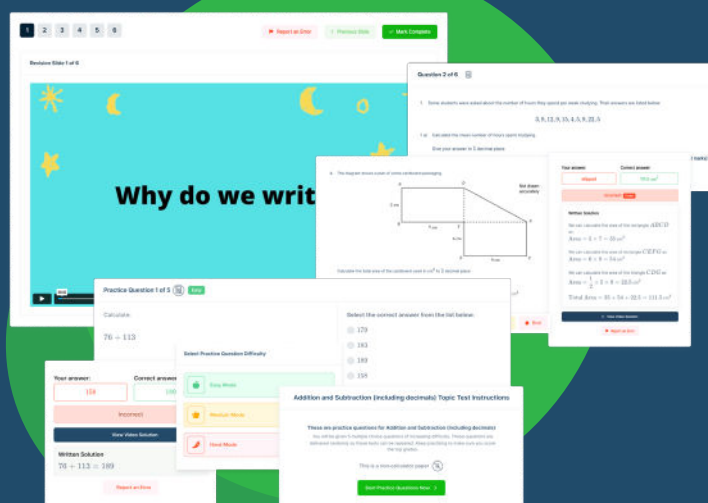


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- ✓ Your answers are analysed to determine your Current Level
- ✓ Suggested courses for you to enrol on based on your calculated level
- ✓ Always know the level you are currently working at
- ✓ Determine when you are ready to sit your exam

- ✓ 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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Adventure Island offers a wide range of attractions and entertainment suitable for all age groups. From exciting roller coasters and water rides to captivating shows and games, there's something for everyone to enjoy. Best of all, entry to Adventure Island is absolutely free.

To make the most of your visit and enjoy the brilliant rides, you will need to purchase a ride wristband based on your height. Here are the details:

RED band – Mini (1m or under)

GREEN band – Junior (1.2m or under)

BLUE band – Big Adventure (1.2m or over)

The wristbands are reasonably priced at £11 or £18 for the day, and they provide unlimited access to all the rides. It's incredible value and means you can fully enjoy the day!

But Adventure Island isn't just about the rides. It's very well-run with plenty of dining options to satisfy your cravings throughout the day. You'll find a variety of places to eat and drink, ensuring that you have the energy to keep the fun going.

Adventure Island is not only a fantastic theme park, but it also offers the perfect opportunity to unwind by the nearby beach after an exciting day of adventures.

We can't wait to spend this exciting day together, creating wonderful memories with our colleagues, families, and friends. Please pencil it in your calendars, and stay tuned for more details and logistics as the day gets closer.

If you have any questions or need further information, please feel free to reach out to the organising committee. If you would like to attend, please reply to this email with your details, as well as how many people you want to bring with you.

We hope to see you there!

Warm regards,

Jenny (Sales and Operations)

Word count: 354

Examiner comments:

- Appropriate level of detail included in order to suit the audience and purpose
- Clear structure maintained with format and style in accordance with an email
- Generally accurate spelling, punctuation and grammar throughout

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

The trip to Adventure Island was a great success but the company has been going there for three years and they fancy a change of venue.

You have been asked to put forward some ideas for next year's summer outing in a report for your manager. The management team will make a decision on the outing based on your report.

Think about how you should set out your report.

**In your report explain:**

- what you are suggesting and why
- why it is a suitable choice for staff and their families.

**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.

### Proposal for Next Year's Summer Outing: Change of Venue

#### Introduction

This report will outline my suggestions for next year's summer outing. After carefully considering various options, I propose organising a Family Fun Day at a new location.

#### Family Fun Day

I suggest organising a Family Fun Day at Fecclesbury Country Park. This venue offers a picturesque outdoor setting with lots of space for families. The park provides a range of recreational activities such as nature walks, playgrounds, picnic areas and sports facilities, making it an ideal location for a fun-filled day for all.

#### Nature and Relaxation

Many staff members and their families may appreciate the opportunity to connect with nature and enjoy a relaxing day outdoors. The country park offers beautiful natural surroundings, including gardens, lakes, and green spaces, providing a lovely atmosphere to unwind and escape from the daily routine.

The park's diverse amenities allow us to customise the Family Fun Day according to our preferences, and the interests of our employees and their families. We can organise various activities, such as sports tournaments, nature scavenger hunts, arts and crafts workshops, and even a mini carnival. This ensures that everyone can find something enjoyable to do.

### Cost

Organising the outing at a country park can be cost-effective compared to other places. The park offers free access, allowing us to allocate the budget towards additional attractions, entertainment, or catering. For catering, I propose a barbecue.

I recommend that the management team consider this proposal, and I am available to provide any additional information or address any questions that may arise. I look forward to discussing this further and working together to plan a brilliant summer outing.

Jenny Roberts

Sales and Operations

16.06.23

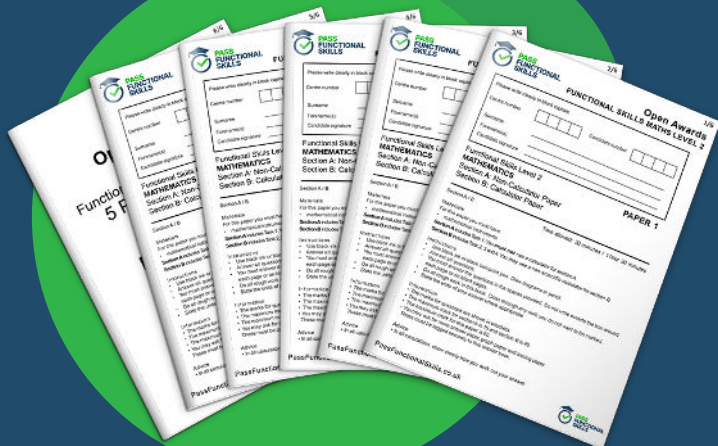
Word count: 284

Examiner comments:

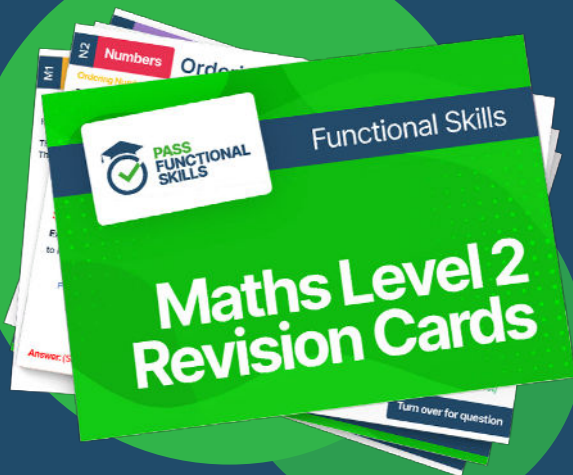
- The information is presented in a clear structure and logical sequence, with an appropriate level of detail
- The format and style are correctly matched to a report, as well as the audience and purpose
- Grammar is almost totally accurate; spelling and punctuation are generally accurate and clear



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