

Please write clearly ir	ו block capitals.
Centre number	Candidate number
Surname	
Forename(s)	
Candidate signature	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 TOTAL

8720W QAN 603/4284/5

IB/M/Jun22/E7

Answer **both** questions.

Answer the questions in the spaces provided.

0 1

You have applied for a course at your local college and have received the following email:



Bramby College High St Bramby

Thank you for your recent application to join one of our courses.

You are invited to attend for interview on Thursday 30th June 2022.

Your interview will be with Jenny Callar-Braithwate at 2.00 pm.

Please go to Room C22 for your interview.

If you need to contact us please email jenny_c_b@email.com

Our mission is your future.

You are unable to attend the interview.

Write an email to the college.

Your email should:

- explain why you cannot attend the interview
- ask for another interview
- suggest another time and date
- 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] Do not write outside the

box

Plan your answer here:



Write your email in the space below:	Do not write outside the box
New Message	
To jenny_c_b@email.com	
Send Cc	
Subject:	
=	
More space is available on the next page if needed	

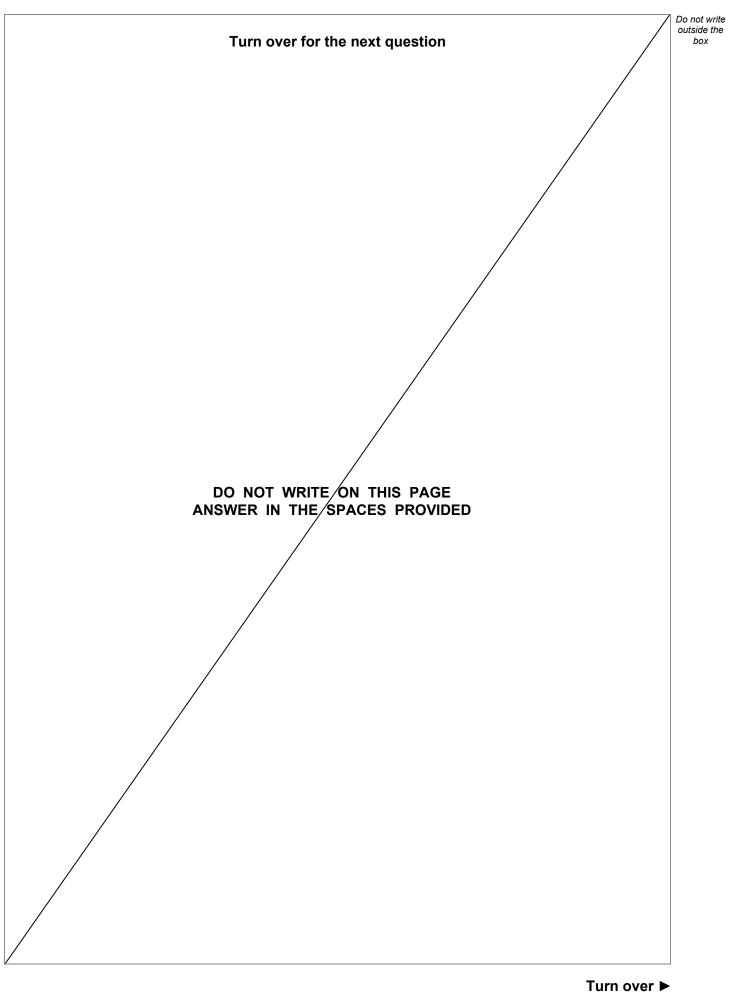


Do not write outside the box

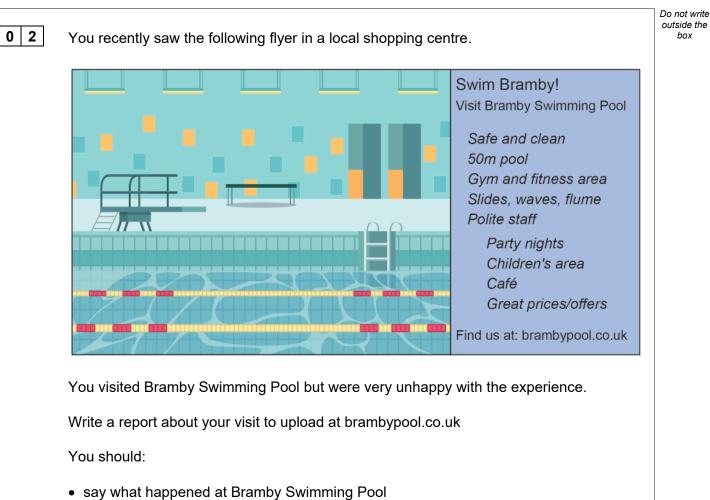
		4
		_
		_
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9







- say what happened at bramby Swimming
 say why you were unhappy with your visit
- say what improvements should be made at Bramby Swimming Pool.

Remember to:

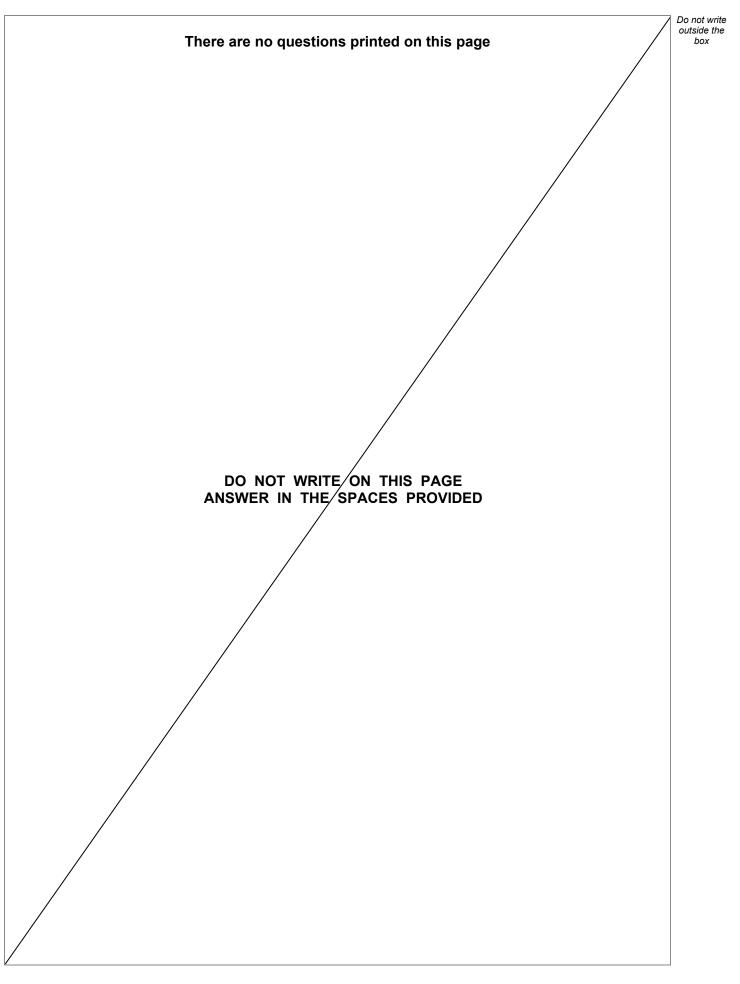
- plan your answer
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

[9 marks] [+ 9 marks for SPaG]

Plan your answer here:









Question number	Additional page, if required. Write the question numbers in the left-hand margin.



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