



Sample Paper: P000331

NCFE Functional Skills Qualification in English at Level 2 – Writing (600/0140/9)

Time Allowed 1 HOUR

You may use a dictionary during this assessment.

There are two activities in this assessment. You must complete both activities.

At the end of the assessment, hand all documents over to the invigilator as instructed.

DO NOT TURN OVER UNTIL YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR.

For Examiner use only:

	Writing		
Activity number	1	2	Total marks
Marks awarded			
Marks available	20	20	40

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Competition Entry and Local Council

This assessment is about a:

- Competition Entry
- Local Council



Read the documents provided and complete the two writing activities:

Activity 1: Write an article. 20 marks

Activity 2: Write a letter. 20 marks

Marks are given in both activities for your ability to:

	Activity 1	Activity 2
<ul style="list-style-type: none">• Present information/ideas concisely, logically, and persuasively.• Present information on complex subjects clearly and concisely.	5 marks	5 marks
<ul style="list-style-type: none">• Use an appropriate writing style fit for purpose.• Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively.	6 marks	6 marks
<ul style="list-style-type: none">• Punctuate written text using commas, apostrophes and inverted commas accurately.• Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.	9 marks	9 marks

45% of the marks are available for evidence of accurate spelling, punctuation and grammar.

Suggested Timing: Allow 10 minutes overall for reading, planning and proofreading, followed by approximately: 25 minutes for Activity 1 and 25 minutes for Activity 2.

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.

You may use the space below for planning your article.

A large rectangular box intended for planning the article. The box is mostly empty, but it features a large, light grey watermark that reads "SAMPLE" diagonally from the bottom-left to the top-right.



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

To arrive by 5th March.

Results to be announced on 12th March

Good luck!!

Write your article here:

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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.

You may use the space below for planning your letter.

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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.

Write your letter here:

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End of assessment