



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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# Functional Skills Certificate

## FUNCTIONAL ENGLISH

Component 2 Writing Level 2

Wednesday 9 November 2016

Afternoon

Time allowed: 1 hour

### Materials

- You will need no other materials.

### 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.
- Do all rough work in this 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.
- You may use a dictionary.

### Advice

- You are advised to spend about 30 minutes on each question.



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Answer **both** questions.

You are advised to spend about 30 minutes on each question.

- 1 Your local college has distributed the following advertisement to all homes in your area.

### **Summer Skills Taster Courses**

The college has received government funding to offer two-week taster courses during the summer in the following skills:

software and game design	performance and dance
woodwork and metalwork	hair and beauty
art and craft	sports coaching
electrical engineering	catering and baking
photography and video	motor vehicle maintenance
animal care	fashion and textiles

If you are interested in any of the skills listed above, then send an email to Jane McIntosh. We want to know something about you, your skills and experience and why you wish to apply for the course. Places are strictly limited so the more persuasive your email, the better.

email: [jmcintosh@college.ac.uk](mailto:jmcintosh@college.ac.uk)

You have read the advertisement and would like to attend a course. Send a persuasive email to Jane McIntosh in order to apply for one of these courses.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

**[15 marks]**

Plan your answer here:

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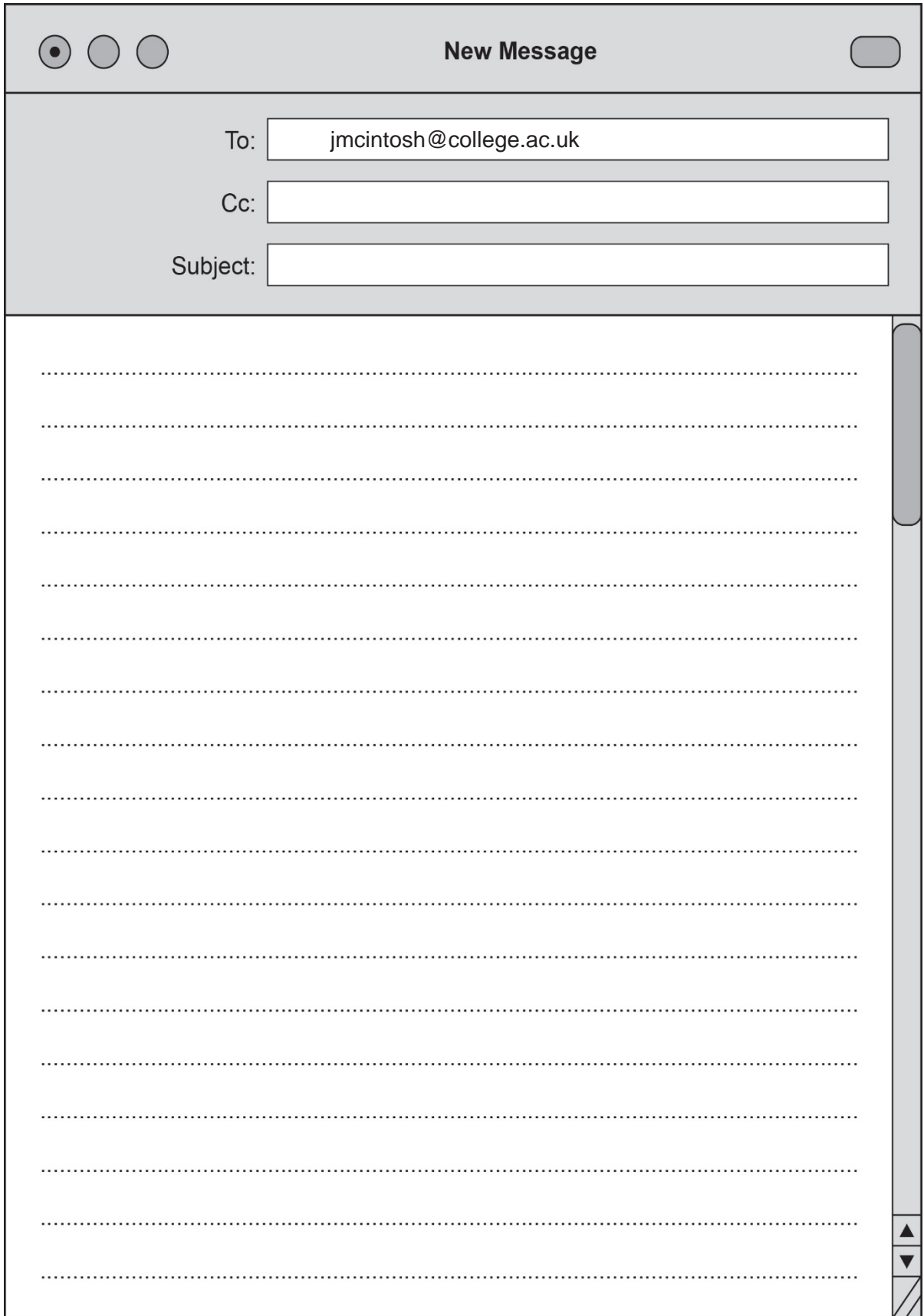
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Write your email here:



The form is titled "New Message" and features a header bar with three window control circles on the left and a close button on the right. Below the header, there are three input fields: "To:" with the email address "jmcintosh@college.ac.uk", "Cc:", and "Subject:". The main body of the form is a large text area with horizontal dotted lines for writing. On the right side of the text area, there is a vertical scrollbar with up and down arrow buttons at the bottom.



Turn over ►

A large rectangular box containing 25 horizontal dotted lines for writing. On the right side of the box, there is a vertical grey bar with a rounded rectangular button. At the bottom right corner of the box, there are two small triangular buttons (one pointing up, one pointing down) and a small square icon with diagonal lines.



**Turn over for the next question**

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



2 You have seen the following article in The Sentinel, a local newspaper.

### Central Library to get rid of books

The Central Library has been lending books for over 70 years, but in a controversial move, it is considering taking down its bookshelves. Councillor Amanda Patel told The Sentinel, 'People now access their information and leisure differently. They want to use



libraries for different purposes such as social media, email, online shopping, even playing games and it is time for the council to do something about it. Books are part of the past for most people. Many people do not own a computer so we know we'll be providing a vital service'.

However, not all library users agree. Geoff Armstrong (34) said. 'It doesn't

make sense. Books are a wonderful resource for all people and we don't require wireless signals or screens to enjoy them. A library should be a haven of peace and quiet for people to read books. I'm really disappointed with this scheme'.

What do you think? What do you think our library should be providing? Send your views in a letter to Gina Mulcahy, Editor, The Sentinel, High Street, Wickby.

You wish to respond to this article. Write a letter to Gina Mulcahy, informing her of your views about the council's plan.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

[15 marks]

Plan your answer here:

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Write your letter here:

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**END OF QUESTIONS**

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