



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

Forename(s)

Candidate signature

Functional Skills Certificate

FUNCTIONAL ENGLISH

Component 2 Writing Level 1

Monday 29 February 2016

Afternoon

Time allowed: 45 minutes

Materials

- You will need no other materials.

Instructions

- Use black ink or black ball-point pen.
- Fill in all 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 20.
- 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 half your time on each question.



M A R 1 6 4 7 2 0 2 0 1

IB/M/Mar16/E3

47202
QAN 500/8701/0

Answer **both** questions.

You are advised to spend about half your time on each question.

1

Young Drivers a Menace to Society

Dear Editor,

I am a 64 year old driver who has never had an accident. I think good driving is like good manners. It stays with you all your life.

These young drivers today are a disgrace. They do nothing but make trouble. They drive far too quickly and cause most of the accidents.

My solution? No driving licence until the age of 25!!!

Yours sincerely,
Bob Edward

The Sentinel asks:
What do you think of Mr Edward's views?
Write to: The Editor,
High Street, Wickby

You have seen this letter in The Sentinel. You want to inform readers of your views about young drivers.

Write a letter to the Editor of The Sentinel.

You should write about:

- what you think about young drivers
- what you think of Mr Edward's views
- what you think of people under 25 not being allowed to drive.

Remember to:

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

[10 marks]

Plan your answer here:



Write your letter here:



Turn over ►

Lined writing area consisting of multiple horizontal lines within a rectangular border.



Turn over for the next question

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



Turn over ►

2



Grandpa’s Chicken Shack. Fast food.

Awesome food, not just chicken. Great for veggies... not just meat

By fast we mean fast!

Tasty snacks, meals and drinks!

Friendly and polite service

Order by phone or online

10% reductions for students
 Manager: Jandra Wilson

Tel: 0555 555 555 Email: jandra.shackff@email.com www.chickshackfastfeast.co.uk
--

You have used the above company but were not happy with the service.

Write an email to Jandra Wilson informing her why you are not happy.

You should write about:

- the service you received
- your feelings about the service
- what you expect the Chicken Shack to do.

Remember to:

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

[10 marks]

Plan your answer here:



Write your email here:

New Message

To:

Cc:

Subject:

[Lined area for writing the email body]



10

END OF QUESTIONS

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