



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 2

Monday 29 February 2016

Afternoon

Time allowed: 1 hour

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 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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IB/M/Mar16/E3

47252
QAN 500/9126/8

Answer **both** questions.

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

1

Plans for Green Park

The council is looking to develop the historical Green Park in ways that would appeal to the community, including the younger generation.

For many years, the park was a centre of activity for local people. In recent years, however, the park has been underused and there has been an increase in litter, vandalism and crime.

Here at The Sentinel, we would welcome your views on how to make the park the centre of community life once again.

Write to: Anika Jones, Editor, The Sentinel, High Street, Wickby

You have read the above article in a local newspaper and wish to write to Anika Jones.

Write a persuasive letter, putting forward your views about how the council should develop Green Park.

Remember to:

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

[15 marks]

Plan your answer here:



Write your letter here:



Turn over ▶

A large rectangular box containing 28 horizontal lines, providing a space for writing.

15



Turn over for the next question

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



Turn over ►

2

Part time staff required



We're looking for people willing to work flexibly in a dynamic retail environment. We're at the forefront of the retail industry and we need staff to work, on a part time or weekend basis, in the following roles:

- counter staff
- administration assistants
- catering staff
- transport and warehouse staff.

Send your application via email, including details about yourself and why we should consider you for the job, to Heidi Wilson at:

heidi.retail@recruitment.com

You have seen the above in a local newspaper and are interested in some part-time work.

Write an email application to Heidi Wilson providing relevant information about yourself and why you want to be considered for a part-time post.

Remember to:

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

[15 marks]

Plan your answer here:



END OF QUESTIONS

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