



**Surname** \_\_\_\_\_

**Other Names** \_\_\_\_\_

**Centre Number** \_\_\_\_\_

**Candidate Number** \_\_\_\_\_

**Candidate Signature** \_\_\_\_\_

**I declare this is my own work.**

**Functional Skills Level 1**

**ENGLISH**

**Paper 2          Writing**

**8720W**

**Tuesday 14 January 2020          Afternoon**

**Time allowed: 1 hour**

**At the top of the page, write your surname and other names, your centre number, your candidate number and add your signature.**

**[Turn over]**



**For this paper 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.**
- **Answer BOTH questions.**
- **You must answer the questions in the spaces provided.**
- **Do not write 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.**

**DO NOT TURN OVER UNTIL TOLD TO DO SO**



**Answer BOTH questions.**

**Answer ALL questions in the spaces provided.**

<b>0</b>	<b>1</b>
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**You recently saw this notice at a bus stop:**

**CAN YOU HELP US?**

**Did you see a traffic accident near this bus stop last week? The accident involved a bus and a passenger. We need to find out as much as we can about the events.**

**If you saw the accident, would you please send a short report to the email address at the bottom of this notice? At this time we want the main facts of the accident, so that we know if you can help us. We will get in touch with you if we need further information from you.**



**Send your report to:  
police.bramby@email.com**

**You saw the accident and want to help.  
Write an email report for the police.**

**The report should:**

- **provide an introduction to what you saw**
- **say where you were and what you were doing**
- **give clear information about what you saw**
- **be approximately 80 to 120 words.**

**[Turn over]**



**Remember to:**

- **plan your answer**
- **use correct spelling, punctuation and grammar**
- **write clearly and effectively.**

**[6 marks]**

**[+ 3 marks for SPaG]**

**Plan your answer here:**

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**[Turn over]**



**Write the email in the space below:**

**NEW MESSAGE**

**To...**          **police.bramby@email.com**

**Cc...**          \_\_\_\_\_

**Subject:**        \_\_\_\_\_

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**[Turn over]**



02

**You have recently visited Bramby Sports Centre, advertised below:**

## **Bramby Sports Centre**

**Where sport is special, where facilities are special, where you are special!**

**The best place to go for:**

**Swimming**

**Gym activities**

**Basketball, badminton and squash**

**Fencing, wrestling and boxing**

**Fitness sessions**

**As well as**

- **Restaurant, bar, IT suite**
- **Children's play area**
- **Spectator seats**
- **Disabled access**



**Read our reviews on:**

**<http://www.brambysports.co.uk>**

**Bramby Sports Centre,  
Fieldhouse Lane  
Bramby BY17 6TF**

**[Turn over]**



**Write a review of the Sports Centre, giving an account of your visit. Say why you would recommend the Sports Centre or not.**

**You should include:**

- **what you did at the Sports Centre**
- **what other people were doing**
- **what you liked or disliked.**

**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:**

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**[Turn over]**















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**END OF QUESTIONS**

<b>18</b>





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For Examiner's Use	
Question	Mark
1	
2	
<b>TOTAL</b>	

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# IB/M/CD/Jan20/8720W/E3



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