



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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I declare this is my own work.

# Functional Skills Level 2

## ENGLISH

Paper 2 Writing

Wednesday 26 February 2020

Afternoon

Time allowed: 1 hour

### Materials

- 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.
- 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.
- 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 30.
- 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**.

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



M A R 2 0 8 7 2 5 W 0 1

IB/G/Mar20/E9

**8725W**  
**QAN 603/4285/7**

Answer **both** questions.

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

**0 1**

You were given the following card by a friend.

If you have had an accident at work or elsewhere, through no fault of your own, you may be entitled to compensation

Contact us via email at:  
sbd.law@email.com

Send us some brief details of your accident and we'll review your case. If we can help you, we will.

**Smith, Bridges and Dean, Solicitors**

Confidential advice  
Professional service  
No fees to pay



You have had an accident and decide to contact the above solicitors.

Write an email to the solicitors reporting your accident. Your email should be approximately 150 to 200 words.

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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Do not write  
outside the  
box

A large rectangular box containing 25 horizontal lines for writing. The box has a double-line border and a vertical scrollbar on the right side.

9



**Turn over for the next question**

*Do not write  
outside the  
box*

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



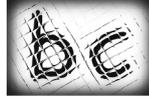
0 5

**Turn over ►**

0 2

You have read the following notice in your local free newspaper.

### Bramby Council – Community Funding



#### Declarations of Interest

The council is seeking to use some of its budget to fund activities that will help the local community. We are happy to provide funding for the following: sport, arts, entertainment, wildlife conservation, environmental improvement, skills development, catering and community fashion. We expect the funding to go to groups and not individuals. Also, we cannot fund new buildings.

Our maximum award would be in the region of £20,000.

In order to access these funds we invite declarations of interest by letter. Please tell us about your group, what you hope to do, how this would help the community and how much money you would hope to receive.

Write to: Clarissa Jennings, Community Development, Town Hall, Bramby

You are a member of a community group and wish to access the council funds.

Write a letter explaining what your group does and why you wish to gain funding.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

**[12 marks]**  
**[+9 marks for SPaG]**

Plan your answer here:

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**There are no questions printed on this page**

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outside the  
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ANSWER IN THE SPACES PROVIDED**







