



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

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 the questions in the spaces provided.

0	1
---	---

You have read the following on the Bramby.com website:

COMMUNITY FORUM

We're looking for the best activities to pass the time when we're at home.

Board games?

Films?

Books?

Hobbies?

Cooking?



Send us a brief report on an interesting and enjoyable activity you've done at home. We'll put the best ones on the forum...



You wish to post something to the Community Forum.

Write a short report about an activity that you found interesting and enjoyable when you were at home.

Your report should:

- **say what activity was interesting and enjoyable**
- **give some details of what you did**
- **say what you found interesting and enjoyable about it**
- **be approximately 80 to 120 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:

[Turn over]



BLANK PAGE



Write your report here:

[illegible]

[Turn over]



[illegible]

[illegible]

[Turn over]



[illegible]

9



02

A relative has used this delivery service to send you a gift.

Bramby DelCo



Bramby DelCo

- **Local, national and international delivery**
- **Superfast service**
- **Polite staff**
- **No job too small**
- **Fully insured with money back guarantee**

BrambyDelCo.com

Customer Service: Jeni.Myles@email.com

Bramby DelCo

Find us on:



You are extremely unhappy with the service you received from Bramby DelCo.

Write an email to Jeni Myles giving an account of what happened and why you are unhappy.

You should include:

- **the main details of what happened**
- **why you are unhappy**
- **what you think Bramby DelCo should do.**

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:

[Turn over]



BLANK PAGE



Write the email in the space below:

NEW MESSAGE

To... Jeni.Myles@email.com

Cc...

Subject:

[Turn over]



[illegible]



[illegible]

END OF QUESTIONS

18



Additional page, if required.

Write the question numbers in the left-hand margin.

[illegible]

Additional page, if required.

Write the question numbers in the left-hand margin.

[illegible]

BLANK PAGE

For Examiner's Use	
Question	Mark
1	
2	
TOTAL	

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