

A



**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]**



N 0 V 2 1 8 7 2 0 W 0 1

**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.**

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**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...**

**[Turn over]**



**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:**

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**[Turn over]**



**BLANK PAGE**





**Write your report here:**

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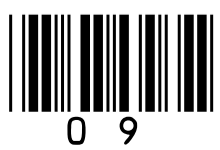
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**[Turn over]**







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**[Turn over]**

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**

**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.**

**[Turn over]**



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

**NEW MESSAGE**

**To... Jeni.Myles@email.com**

**Cc...** \_\_\_\_\_

**Subject:** \_\_\_\_\_

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**[Turn over]**



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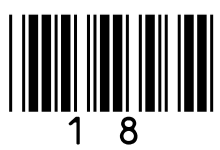
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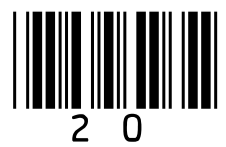
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**END OF QUESTIONS**

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18





**Additional page, if required.  
Write the question numbers in the  
left-hand margin.**


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

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# IB/M/CD/Nov21/8720W/E2

