



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

\_\_\_\_\_

Forename(s)

\_\_\_\_\_

Candidate signature

\_\_\_\_\_

I declare this is my own work.

# Functional Skills Level 1

## ENGLISH

Paper 2 Writing

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 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**.

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



J A N 2 2 8 7 2 0 W 0 1

IB/M/Jan22/E6

**8720W**  
**QAN 603/4284/5**

Answer **both** questions.

Answer the questions in the spaces provided.

0 1

You read the following chat in one of your social media groups:

**Samira U:**  
We need to meet up. 11.36

**Andi S:**  
Yeah, we could go to town, or to the park. Make a day of it. 11.37

**Jim T:**  
D'you mean like a picnic or something? 11.39

**Samira U:**  
Why don't we all post something and choose the best one... so just ideas and instructions about what we should do for the day out. 😊😊 11.41

Write some ideas for the day out to post in the chat.

Your post should:

- say where you should all go and why
- give some instructions on what arrangements to make
- give some instructions on what to bring along
- 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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[illegible]

[illegible]

**Turn over for the next question**

*Do not write  
outside the  
box*

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ANSWER IN THE SPACES PROVIDED**



0 2

The following advertisement appeared in your local newspaper.

### Do You Want To Work With Us?

We want volunteers for our community group. It's all about helping Bramby to grow and do well. Don't worry about skills and experience as we will provide training.

We have vacancies in childcare, woodwork, electrical work, computers, art, music, home decorating, dressmaking and loads of other activities. If it's not there, just tell us what you'd like to do.

If you want to apply, send us some information about yourself. Tell us what you would like to do and why you want to be involved.

Email your application to us at: [sally.jobs@brambycomm.co.uk](mailto:sally.jobs@brambycomm.co.uk)

### Bramby Community World

Helping the community to grow.



You want to apply to work with Bramby Community World.

Write your email application to [sally.jobs@brambycomm.co.uk](mailto:sally.jobs@brambycomm.co.uk).

Your email should:

- provide information about yourself
- explain what you would like to do at Bramby Community World
- explain why you want to work for Bramby Community World.

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:

*Do not write  
outside the  
box*

**New Message**

  
**Send**

To...

sally.jobs@brambycomm.co.uk

Cc...

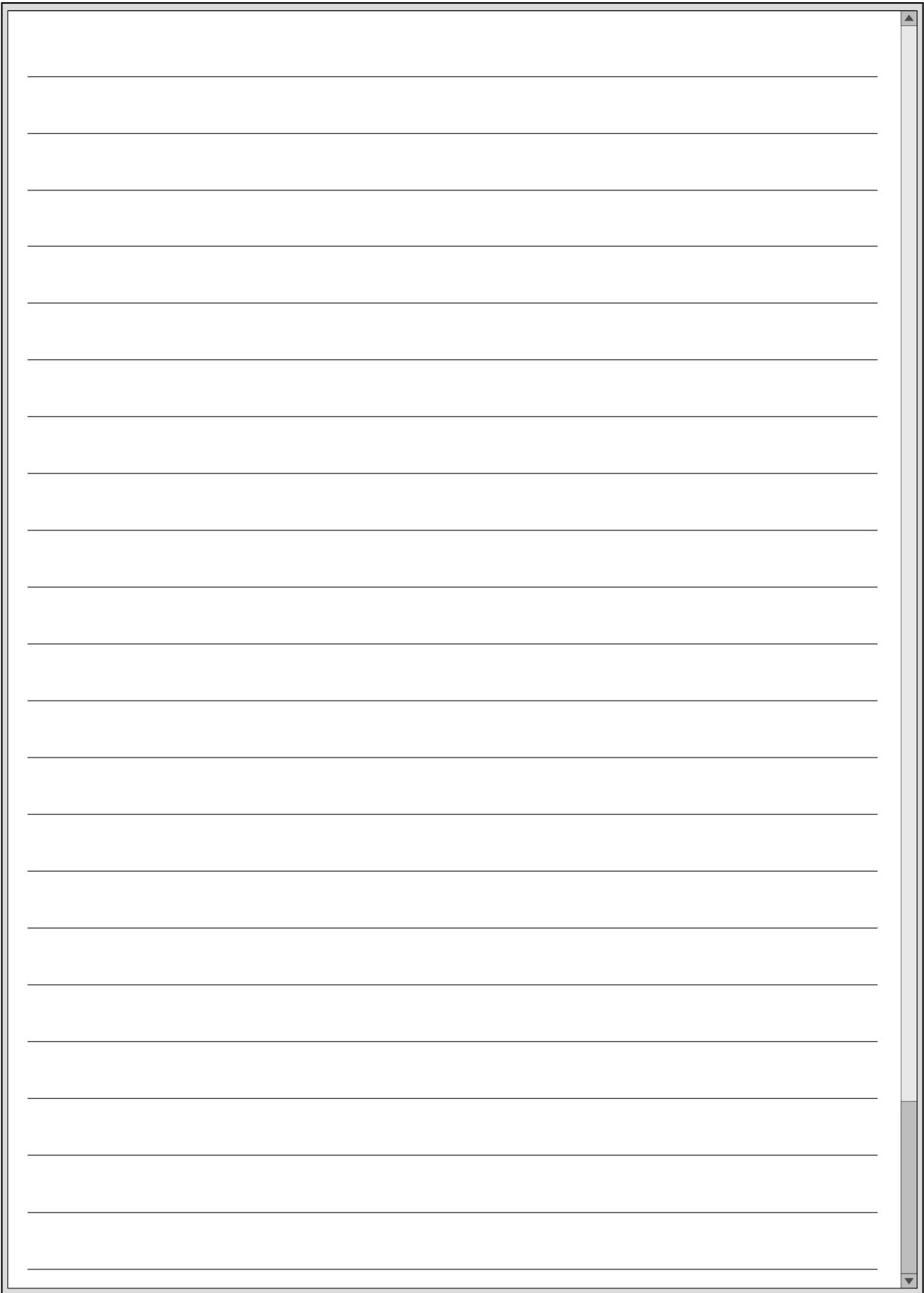
Subject:

▲

▼

**More space is available on the next page if needed**



**END OF QUESTIONS**



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

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outside the  
box*

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



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[illegible]

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[illegible]

Question number	<p style="text-align: center;"><b>Additional page, if required.</b></p> <p style="text-align: center;"><b>Write the question numbers in the left-hand margin.</b></p>
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