



**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
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**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. [Emoji with smiley face and sunglasses]**

**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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**[Turn over]**



**Write your post here:**

[illegible]

[illegible]

**[Turn over]**



[illegible]



[illegible]

**[Turn over]**



[illegible]

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[Turn over]

9



0	2
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**The following advertisement appeared in your local newspaper.**

### **Do You Want To Work With Us?**

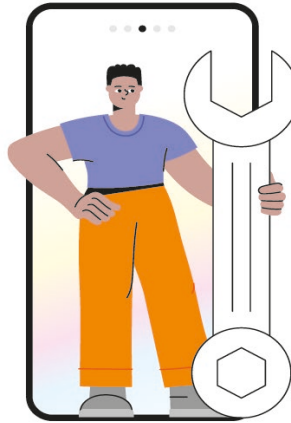
**We want volunteers for our community group. It's all about helping Bramby to grow and do well. Don't worry about skills and experience as we will provide training.**

**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.**



**Bramby Community World**  
**Helping the community to grow.**



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

**[Turn over]**



**You want to apply to work with Bramby Community World.**

**Write your email application to  
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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**[Turn over]**



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

## NEW MESSAGE

**To... sally.jobs@brambycomm.co.uk**

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

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

[illegible]







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	
<b>TOTAL</b>	

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