



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 applied for a course at your local college and have received the following email:

**Bramby College
High St
Bramby**

Thank you for your recent application to join one of our courses.

**You are invited to attend for interview on Thursday
30th June 2022.**

**Your interview will be with Jenny Callar-Braithwate at
2.00 pm.**

Please go to Room C22 for your interview.

**If you need to contact us please email
jenny_c_b@email.com**

‘Our mission is your future’.

You are unable to attend the interview.

Write an email to the college.



Your email should:

- **explain why you cannot attend the interview**
- **ask for another interview**
- **suggest another time and date**
- **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 email in the space below:

NEW MESSAGE

To... jenny_c_b@email.com

Cc... _____

Subject: _____

[illegible]

[Turn over]



[illegible]

[illegible]

[Turn over]



[illegible]

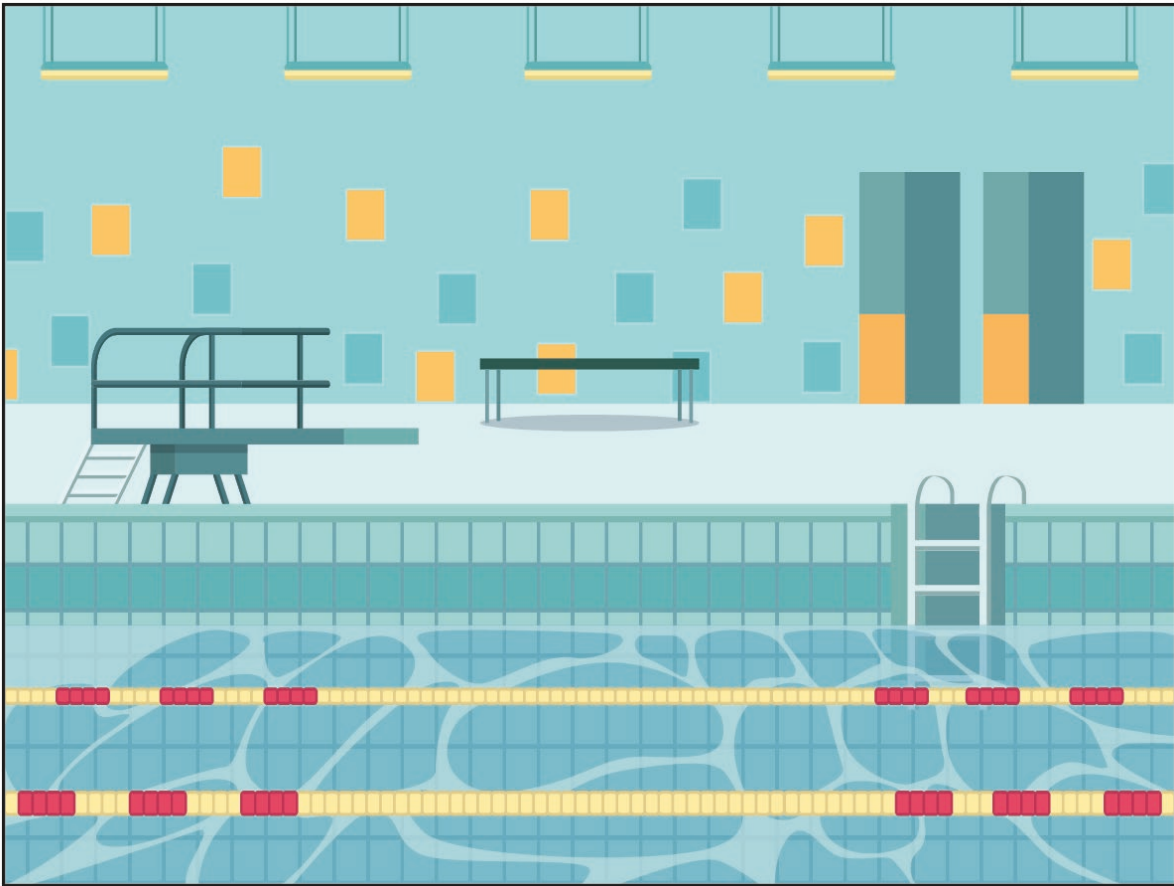
BLANK PAGE

[Turn over]



02

You recently saw the following flyer in a local shopping centre.



An image shows a swimming pool with swimming lanes and a diving board.

Swim Bramby!

Visit Bramby Swimming Pool

- Safe and clean
- 50m pool
- Gym and fitness area
- Slides, waves, flume



- Polite staff
- Party nights
- Children's area
- Café
- Great prices/offers

Find us at: brambypool.co.uk

You visited Bramby Swimming Pool but were very unhappy with the experience.

Write a report about your visit to upload at brambypool.co.uk

You should:

- say what happened at Bramby Swimming Pool
- say why you were unhappy with your visit
- say what improvements should be made at Bramby Swimming Pool.

Remember to:

- plan your answer on page 14
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

[9 marks]

[+ 9 marks for SPaG]

[Turn over]



Plan your answer here:



Write your report here:

[illegible]

[Turn over]



[illegible]

[illegible]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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]

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For Examiner's Use	
Section	Mark
A	
B	
TOTAL	

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