



**Surname** \_\_\_\_\_

**Other Names** \_\_\_\_\_

**Centre Number** \_\_\_\_\_

**Candidate Number** \_\_\_\_\_

**Candidate Signature** \_\_\_\_\_

**I declare this is my own work.**

## **Functional Skills Level 2**

### **ENGLISH**

**Paper 2 Writing**

**8725W**

**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 30.
- 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 work on a local community website and receive the following email attachment from your editor:**



**Can you do a short piece about graffiti? Or street art? What it's about, whether it's just a nuisance... or whether there is any value in it...**

**Who are the people doing it? And why? Should they be fined? Murals? Any use? And what about what other people think?**



**BLANK PAGE**

**[Turn over]**



**Write an article dealing with the topic your editor raised. Your article should be approximately 150 to 200 words in total.**

**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]**







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[Turn over]

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A relative used the company below to do some work:

**ODDJOBBS & CO**  
**05462 312435**  
**jdriver@oddjobsnco.co.uk**

**Home**  
**Gardening Services**  
**Odd Job Services**  
**Removals**  
**Contact**

**We're a fully insured business that has been catering to all the gardening and odd job needs of customers for the past 20 years. Our services are available 24/7, meaning no matter what time you need our assistance, be it day or night, our team will be on hand to help you. If you have any queries, or for a free, no-obligation quote, speak to our team today.**

Your relative was unhappy with the job that was done and she wants you to contact Oddjobs & Co. Write an email to the company, giving a full account of what happened.



Remember to:

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

[12 marks]

[+ 9 marks for SPaG]

Plan your answer here:

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[Turn over]



**BLANK PAGE**





Write your email in the space below:

**NEW MESSAGE**

To...     jdriver@oddjobsnco.co.uk

Cc...     \_\_\_\_\_

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

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**[Turn over]**



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**END OF QUESTIONS**

21



**Additional page, if required.**

**Write the question numbers in the left-hand margin.**


**Additional page, if required.**

**Write the question numbers in the left-hand margin.**




**BLANK PAGE**

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

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**IB/M/CD/Mar22/8725W/E5**