



Surname _____

Forename(s) _____

Centre Number _____

Candidate Number _____

Candidate Signature _____

I declare this is my own work.

Functional Skills Level 1

ENGLISH

Paper 2 Writing

8720W

Tuesday 10 January 2023

Afternoon

Time allowed: 1 hour

At the top of the page, write your surname and forename(s), your centre number, your candidate number and add your signature.

[Turn over]



MATERIALS

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.

01

You saw the following card in a shop window.

BUZZPARTY

For all your party needs –

Food

Entertainment

Costumes

Games

Music

Make your party dreams come true!

Contact us at party@buzzparty.com

You want to use BuzzParty to organise a party for someone special.

Send an email to BuzzParty telling them about your party.



Your email should:

- **say why you are arranging the party**
- **give instructions about what you would like for the party**
- **ask about prices**
- **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... party@buzzparty.com

Cc... _____

Subject: _____

[Turn over]



[Turn over]



0	2
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You recently opened this page at brambyworld.com

Here at brambyworld.com we're interested in heart-warming stories.

Upload a story about a time when you helped somebody, or somebody helped you.

Family, friend, stranger – it could be anyone. We're just looking for those stories that lift us and inspire us.

Upload at brambyworld.com and the best stories will be printed in a booklet.

You want to submit a story to brambyworld.com

Write about a time when you helped somebody or somebody helped you.

You should include:

- **who was involved and why**
- **what happened**
- **what you felt.**



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:

[Turn over]



BLANK PAGE



Write your story here:

[Turn over]





END OF QUESTIONS

<hr/> 18



Additional page, if required.

Write the question numbers in the left-hand margin.

A series of 13 horizontal lines for writing, with a vertical line on the left side forming a margin.



Additional page, if required.

Write the question numbers in the left-hand margin.



BLANK PAGE

For Examiner's Use	
Question	Mark
1	
2	
TOTAL	

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WP/M/NC/Jan23/8720W/E3