



NCFE Level 1 Functional Skills Qualification in English (603/5058/1)

NCFE Level 1 Functional Skills Qualification in English: Writing

Paper number: P001732

Time allowed: 1 hour

Learner instructions

- Use black or blue ink.
- Answer **all** questions.
- Read **each** question carefully.
- Write your responses in the spaces provided.
- All of the work you submit **must** be your own.

To be completed by the Examiner	Mark
Activity 1	/ 20
Activity 2	/ 20
TOTAL MARK	/ 40

Learner information

- The marks available for each question are shown in brackets.
- The maximum mark for this paper is 40.
- The use of a dictionary is **not** permitted.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name _____

Centre name _____

Learner number

Centre number

Do not turn over until the invigilator tells you to do so.

This page is intentionally left blank.

This assessment is about:

- a new skateboard park
- ideas for day trips.

Read the information provided and complete the two writing activities:

Activity 1: Write an email [20 marks]

Activity 2: Write a review [20 marks]

45% of the marks are available for evidence of accurate spelling, punctuation and grammar.

Suggested timings:

- Allow 10 minutes overall for reading, planning and proofreading.
- Allow approximately 25 minutes for Activity 1.
- Allow approximately 25 minutes for Activity 2.

Please turn over for Activity 1.

Activity 1: Write an email

This activity has a possible **20 marks** available.

Complete the activity in the space provided.

A proposal has been put forward for a new skateboard park on an area of waste ground close to your home. The developers would like to know what local residents think about it before they go ahead.

Write an email to the developers using the template provided.

In your email, you should:

- describe some advantages of having a skateboard park
- explain the effect it could have on the local community
- say whether or not you think the skateboard park should be built.


Address your email to robtate@skatepark.biz

[20 marks]

You may use the space below for planning and drafting your email.

past paper

Write your email here:

	To...	
Send	Subject	

Activity 2: Write a review

This activity has a possible **20 marks** available.

Complete the activity in the space provided.

A local newspaper wants readers to review a recent day out for their website.

Write a review for the website. Your review could be about a recent shopping trip, a visit to somewhere new, an indoor or outdoor activity, or anything else that can be done in a day.

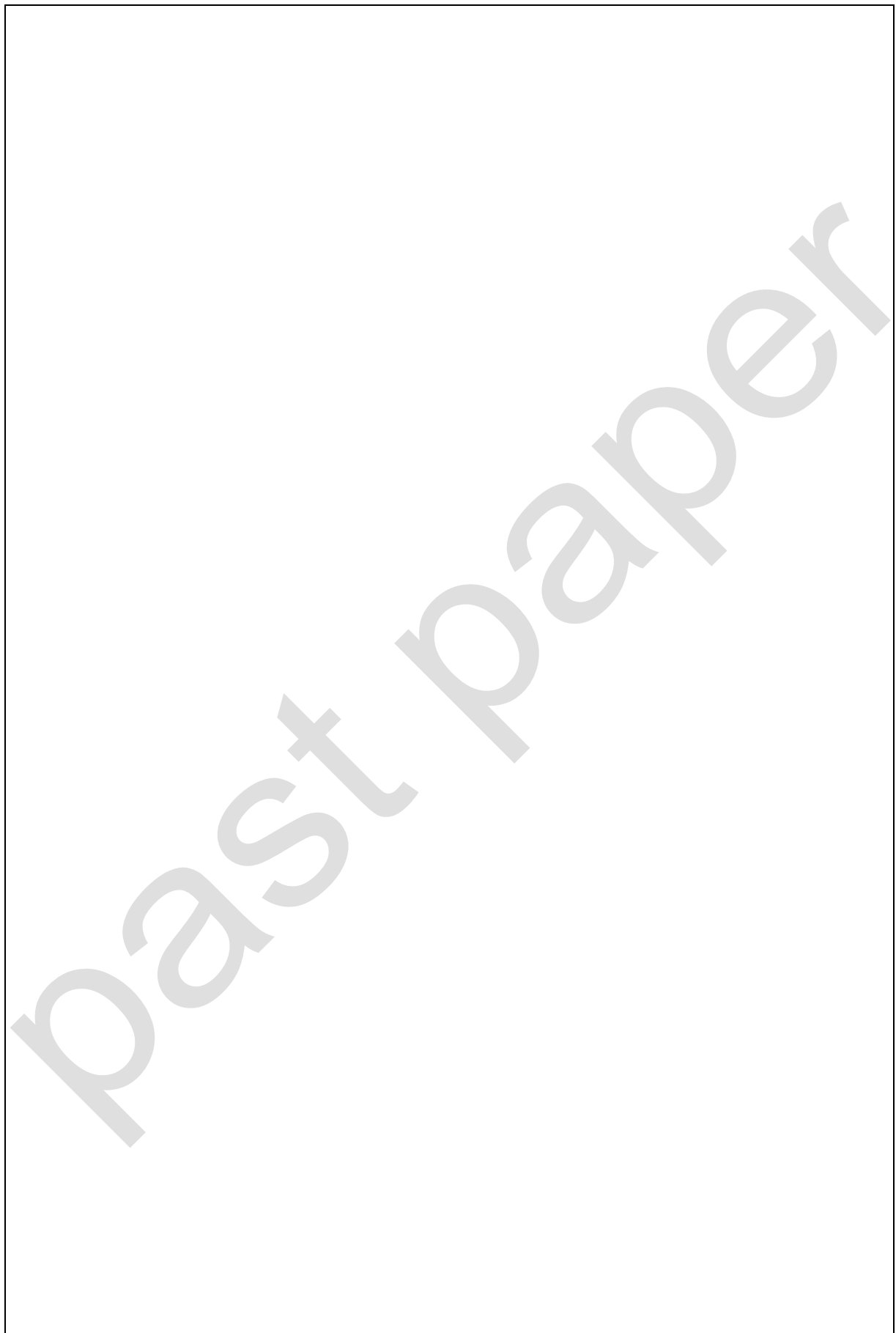
In your review, you could:

- describe where you went and what you saw
- explain what you liked or disliked about the day
- give your readers useful tips or information.

Your review should be between 150–250 words.

[20 marks]

You may use the space below for planning and drafting your review.



past paper

past paper

[Total: 40 marks]

This is the end of the external assessment.

This page is intentionally left blank.