



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

NCFE Level 1 Functional Skills Qualification in English: Writing

Paper number: **Practice paper**

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.

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.

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

Please complete / check your details below

Learner Name:

Centre Name:

Learner Number:

Centre Number:

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This assessment is about:

- applying for a grant
- a park.

Read the information provided and complete the two writing activities:

Activity 1: Write an email [20 marks]

Activity 2: Write an advertisement feature [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.

This notice in your workplace is inviting staff to apply for a grant to develop their skills:

Skills development grant

Want to boost your performance at work or develop your career?

Up to **£1000** available to fund your training. All applications considered for training to support you at work: hands-on skills, ICT training or any relevant qualifications.

Apply to jhayes@dint.biz explaining what difference the grant would make to you and to the workplace.

Write an email to apply for the funding. In your email, you should:

- describe the skills you want to develop
- explain how the grant will benefit you at work
- say how this will also benefit the workplace.

[20 marks]

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

practice paper

Please turn over

Write your email here:

[illegible]

Please turn over

Activity 2: Write an advertisement feature

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

Complete the activity in the space provided.

A nearby park is underused. Write an advertisement feature encouraging more people to visit.

In your advertisement feature, you could:

- describe the park and its attractions
- persuade people to visit
- include information for visitors.

Your advertisement feature should be between 150-250 words.

[20 marks]

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



Please turn over

practice paper

practice paper

This is the end of the external assessment.

[Total: 40 marks]

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

practice paper