

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

NCFE Level 1 Functional Skills Qualification in English: Writing

Paper Number: **P002117**

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:

- a sponsored activity
- a national event.

Read the information provided and complete the two writing activities:

Activity 1: Write an advertisement feature [20 marks]

Activity 2: Write an email [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 advertisement feature

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

Complete the activity in the space provided.

You're planning to take part in a sponsored activity to raise money for a cause that you think is important. You need people to sponsor you. Write an advertisement feature for your college / workplace newsletter asking your friends and colleagues for sponsorship.

In your advertisement feature you should:

- explain who you are raising money for and why
- describe what activity you are planning to take part in
- persuade your friends and colleagues to give generously.

Your advertisement feature should be between 150-250 words.

[20 marks]

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

past paper

past paper

past paper

Activity 2: Write an email

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

Complete the activity in the space provided.

An important sporting event is taking place during work hours. Your workmates have suggested that everyone should write to the boss to ask if you can all finish work early to watch the event.

Write an email to your boss to give your views.

You should:

- describe the sporting event
- consider the positive and / or negative impact finishing early could have on your workplace
- explain how you personally feel about the suggestion.

[20 marks]

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

past paper

Write your email here:

[illegible]

[illegible]

[Total: 40 marks]

This is the end of the external assessment.

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

past paper