



FUNCTIONAL SKILLS MATHS & ENGLISH

LEVEL 1 & 2 EXAMS

Functional Skills Maths & English Exams

Exam Centre is a specialist provider of **Functional Skills** qualifications in **Maths** and **English**, offering **City & Guilds** examinations that are fully regulated and **approved by Ofqual**.

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362 Essex Road
Islington N1 3PD



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BOOK YOUR FUNCTIONAL SKILLS EXAM NOW!



Please write clearly in block capitals.

Centre number

Candidate number

Surname _____

Forename(s) _____

Candidate signature _____

I declare this is my own work.

Functional Skills Level 2 ENGLISH

Paper 2 Writing

Time allowed: 1 hour

Materials

- 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.
- Fill in the boxes at the top of this page.
- Answer **both** questions.
- You must answer the questions in the spaces provided.
- Do not write outside the box around each page or 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**.

| For Examiner's Use | |
|--------------------|------|
| Question | Mark |
| 1 | |
| 2 | |
| TOTAL | |



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IB/M/Jun22/E9

8725W
QAN 603/4285/7

Answer **both** questions.

Answer the questions in the spaces provided.

0 1

You have applied for a part-time job and receive the following letter:



Crossfield Warehouse
Park Lane
Bramby BY6 4TL

Dear Applicant,

Thank you for your recent application for a part-time post at Bramby Logistics.

We are pleased to offer you an interview to discuss a future role in our company.

Please come to the Reception Suite, Crossfield Warehouse, Park Lane, Bramby on Thursday June 30th 2022 at 2.00 pm. If there are any issues with regards to this interview please write to Shan Sumira at the above address.

Yours faithfully,
Angus Pickford, HR Manager

You are unable to attend this interview. Write a letter to Shan Sumira to explain why you are unable to attend and to ask for the interview to be re-scheduled. Your letter 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:



Turn over for the next question

*Do not write
outside the
box*

**DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED**

Turn over ►



0 5

0 2

You have seen the following invitation in LifesAWhirl, a lifestyle magazine:

Get off that phone!! Do something else!! Make a difference!!



I feel so sorry for young people these days. They're all stuck to their phones from morning to night. Why can't they enjoy life like we used to?
Jean, Norwich

I think phones make kids miserable.
Idris, London

We're looking for the best ideas to get young people to enjoy life differently. Submit an article to us about how young people could spend time away from their mobile phones. Upload your article at: lifesawhirl.co.uk. There are some great prizes: book tokens, board games, travel vouchers, art equipment, online courses...

You want to respond to the invitation from lifesawhirl.co.uk. Write an article suggesting ideas to help young people enjoy life differently, away from their mobile phones.

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:



There are no questions printed on this page

*Do not write
outside the
box*

**DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED**





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