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362 Essex Road
Islington N1 3PD



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BOOK YOUR FUNCTIONAL SKILLS EXAM NOW!



Sample Paper: P000297

NCFE Functional Skills Qualification in English at Level 2 – Writing (600/0140/9)

Time Allowed 1 HOUR

You may use a dictionary during this assessment.

There are **two** activities in the assessment. You must complete **both** activities.

Read the scenario and each document carefully.

Read each activity carefully before starting.

At the end of the assessment hand all documents over to the invigilator as instructed.

DO NOT TURN OVER UNTIL YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR.

For Examiner use only:

	Writing		
Activity number	1	2	Total marks
Marks awarded			
Marks available	20	20	40

SAMPLE

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This assessment is about:

- a community incident
- claiming compensation.

Read the documents provided and complete the two writing activities:

Activity 1: Write an article. 20 marks

Activity 2: Write a letter of complaint. 20 marks

Marks are given in both activities for your ability to:

	Activity 1	Activity 2
<ul style="list-style-type: none">• Present information/ideas concisely, logically, and persuasively.• Present information on complex subjects clearly and concisely.	5 marks	5 marks
<ul style="list-style-type: none">• Use an appropriate writing style fit for purpose.• Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively.	6 marks	6 marks
<ul style="list-style-type: none">• Punctuate written text using commas, apostrophes and inverted commas accurately.• Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.	9 marks	9 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.

Activity 1: Write an article for your community action group magazine.

(Marks available: 20)

You're a volunteer for a local community action group.

Recently a local beauty-spot has been vandalised and you have offered to write an article about the incident for the next edition of the group's magazine.

Your article needs to detail the following:

- the incident itself – the who/what/why/when and how
- an appeal to readers to help out with a clean-up operation
- how the community can work together to prevent things like this happening again.

One document has been provided which contains useful content for the activity. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

Document 1: Images of local vandalism



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

SAMPLE

Handwriting practice lines consisting of 20 horizontal dotted lines.

SAMPLE

Handwriting practice lines consisting of 20 horizontal dotted lines.

SAMPLE

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Please turn over for the next activity.

Activity 2: Write a letter of complaint to an airline company.

(Marks available: 20)

You recently had to catch an early morning flight for a work meeting.

The flight was delayed for several hours and then it was cancelled with no information given, at any point, as to the reason why. You do not feel that this is acceptable and have decided to complain to the airline.

Write a letter of complaint to the airline company. You should consider how you might persuade them to compensate you.

Address your letter to:

Easi-air Customer Support
123 Penny Lane
Liverpool
LV1 3BH

Two documents have been provided. The documents contain useful content for the activity. You may choose to select and use any of the material for your writing.


You may also use your own ideas to complete this activity.

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



Document 1:

EasiAir CUSTOMER CHARTER




Our pledge to you:

A big smile You can expect open and up-to-date service from all our staff.

Make it Easi We'll make sure you know what to expect at every stage of your trip.

Open and frank We'll always be straight with you and keep you informed at all times.



Document 2: Civil Aviation Authority Compensation Chart

AMOUNT YOU CAN GET	
Delay	Compensation per person
3 hours	£400
4 hours +	£600

Source: CAA

Taken from the following article: www.theguardian.com/money/2014/apr/28/flight-delays-compensation-ryanair-airlines

Handwriting practice lines consisting of 20 horizontal dotted lines.

SAMPLE



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