



# 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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**Sample Paper: P000301**

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 this assessment. You must complete **both** activities.

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			
<b>Marks available</b>	<b>20</b>	<b>20</b>	<b>40</b>

SAMPLE

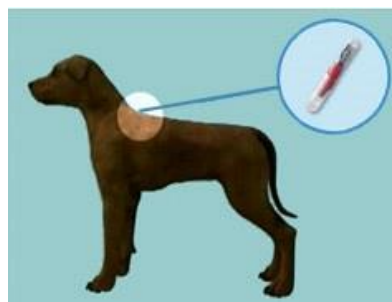
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## Scenarios

This assessment is about:



- A Television Show



- Dog Microchipping

**Read the documents provided and complete the two writing activities:**

**Activity 1: Write a letter. 20 marks**

**Activity 2: Write an article. 20 marks**

**Marks are given in both activities for your ability to:**

	Activity 1	Activity 2
<ul style="list-style-type: none"> <li>• Present information/ideas concisely, logically, and persuasively.</li> <li>• Present information on complex subjects clearly and concisely.</li> </ul>	5 marks	5 marks
<ul style="list-style-type: none"> <li>• Use an appropriate writing style fit for purpose.</li> <li>• Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively.</li> </ul>	6 marks	6 marks
<ul style="list-style-type: none"> <li>• Punctuate written text using commas, apostrophes and inverted commas accurately.</li> <li>• Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.</li> </ul>	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, followed by approximately: 25 minutes for Activity 1 and 25 minutes for Activity 2.

**Activity 1: Write a letter.**  
**(Marks available: 20)**

You have seen an advert for a television show searching for participants.

Write a letter to apply for the television shows that:

- gives a detailed explanation of why you or a friend would be a suitable for their show
- uses language that will persuade the producers
- uses a suitable format.

**One** document has been provided. The document 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.

**You may use the space below for planning your letter.**

SAMPLE

## **Be on TV**

### **Eat the World**

A brand new BBC series is looking for people who love home-cooking. We want to find people from different communities all over the UK to prepare their favourite national or regional dishes in their own homes and share their stories.

This series is a celebration of Britain through food. We hope to meet home cooks and discover the different cultures and cuisines that thrive throughout the UK.

**We want to hear about customs, family traditions and personal stories.**

#### **Apply in writing to:**

Tigress Productions  
1-2 Oakfield Court  
Bristol  
BS8 2BD



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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 an article.**  
**(Marks available: 20)**

There is a problem with stray dogs in your area. You recently attended a community meeting and found out that since April 2016 all dogs must be microchipped by law.

Write an article for a local newsletter that:

- explains the local problem
- gives your opinions on the change in law
- persuades dog owners to adopt your way of thinking
- uses an appropriate format.

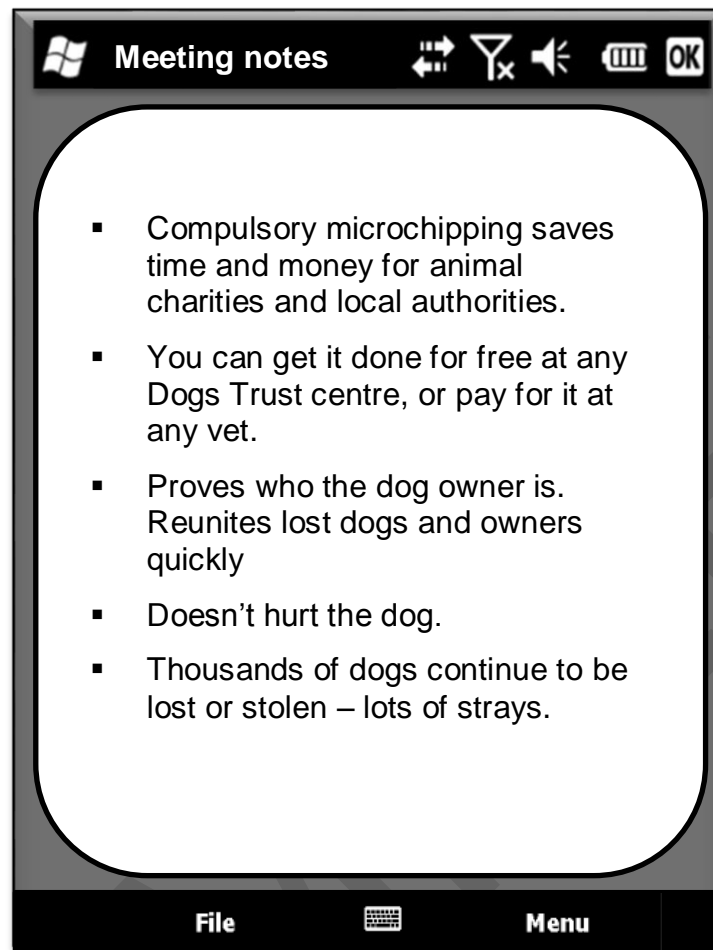
**One** document has been provided. The document contains useful content for the activities. You may choose to select and use any of the material for your writing.

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

**You may use the space below for planning your article.**



## Document 2





Handwriting practice lines consisting of 20 horizontal dotted lines.

SAMPLE





# Ready to Take Your Functional Skills Exam?

Exam Centre is offering Ofqual-regulated, City & Guilds approved Functional Skills Maths and English exams; the nationally recognised GCSE grade 4+ (grade C) equivalent. Whether you're sitting for the first time or resitting, we offer flexible exam bookings online and at our centre all year round.

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