



# 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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Islington N1 3PD



020 7288 9020

**BOOK YOUR FUNCTIONAL SKILLS EXAM NOW!**



**Sample Paper: P000331**

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>

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## Competition Entry and Local Council

This assessment is about a:

- Competition Entry
- Local Council



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

**Activity 1: Write an article. 20 marks**

**Activity 2: Write a letter. 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 Timing:** 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 an article.**  
**(Marks available: 20)**

You see the opportunity to be published in a national newspaper that is running a competition in conjunction with Visit Britain. You decide to enter the competition.

Write a persuasive article to promote a British city, town, village or area for the competition. Remember to think about how you should set out your submission.

**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 article.**

A large rectangular box intended for planning the article. The box is mostly empty, but it features a large, light gray watermark that reads "SAMPLE" diagonally from the bottom-left to the top-right.



## Win £50 and be published in a National Newspaper!

To enter:

- Write an article promoting a British place of your choice



Send entries to: [editor@dailynews.co.uk](mailto:editor@dailynews.co.uk)

To arrive by 5<sup>th</sup> March.

Results to be announced on 12<sup>th</sup> March

Good luck!!



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Handwriting practice lines consisting of 20 horizontal dotted lines.

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**Activity 2: Write a letter.**  
**(Marks available: 20)**

You have recently entered a promotional competition for Visit Britain.

This has made you think about some of the **less** attractive aspects of your city, town or village.

Plan and write a letter to your local council about things that you are **not** happy with and why. You should include your own suggestions for improvements.

**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.**

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## Council Contact Information

### Services

Your Council provides a wide range of services. These include:

- Youth services
- Libraries
- Parks, open spaces and galleries
- Leisure facilities, including swimming pools and recreation centres
- Refuse collection, street cleaning and other environmental issues
- Maintenance of roads and bridges
- Traffic management and road safety
- Parking services and control
- Disability/Accessibility access
- Economic development and regeneration
- Community development services
- Housing, including the provision of social housing, housing strategy and advice and services for the homeless



### Compliments, complaints and suggestions

We do our best to give you great services, but there is always room for improvement.

Please tell us if you have something to say about any of our services.

Please send your suggestions to:

**Customer Service Centre, Council Offices, 23 High Street, Brighton, BN1 7BH**

If you contact us by letter we will try to respond fully within seven working days.



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# 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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Functional Skills English Level 1 & 2	<a href="#">Enrol on Course</a>	<a href="#">Book Online Exam</a>	<a href="#">Book London Exam</a>

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