

Centre Number						Candidate Number				
Surname										
Other Names										
Candidate Signature										

For Examiner's Use	
Examiner's Initials	
Question	Mark
1	
2	
TOTAL	



Functional Skills Certificate
November 2014

Functional English

47202

Component 2 Writing

Level 1

Thursday 13 November 2014

1.30pm to 2.15pm

You will need no other materials.

Time allowed

- 45 minutes

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.
- Do all rough work in this book. Cross through any work that you do not want to be marked.

Information

- The marks for questions are shown in brackets.
- The maximum mark for this paper is 20.
- You are reminded of the need for good English and clear presentation in your answers.
- You may use a dictionary.

Advice

- You are advised to spend about half your time on each question.



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IB/M/Nov14/E1

47202
QAN 500/8701/0

Answer **both** questions.

You are advised to spend about half your time on each question.

- 1 You have used the following company but are not happy with the poor service you received.

Jones and Sons - Shoe and Bag Repairs

Professional service
Top Quality Materials
Trained Staff
Online and email bookings

Manager: Keith Jones, Bridge Street
Email: kjones.shoes@email.com



Write an email to Keith Jones informing him about what happened.

You should include:

- what was wrong with the service from Jones and Sons
- how you felt about the poor service
- what Jones and Sons should do now.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

[10 marks]

Plan your answer here:



A large rectangular box containing 25 horizontal dotted lines for writing. On the right side of the box, there is a vertical grey bar with a rounded rectangular cutout. At the bottom right corner of the box, there are two small triangles (one pointing up, one pointing down) and a square with a diagonal line.



Turn over for the next question

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

Turn over ►



0 5

2 You recently organised a party at The Venue.

	<p>The Venue – your avenue to fun</p> <p>Great space Disco and Lights Bars and Food Entertainment Kids’ area</p> <p>Manager: Gerry Holt, The Venue 14 High Street Wickby</p>
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You and your friends enjoyed the party at The Venue. Your friends have asked you to write a letter to the manager.

Write the letter informing the manager about your time at The Venue.

You should include:

- what you had planned for the party
- what happened at the party
- why The Venue is a good place for a party.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

[10 marks]

Plan your answer here:



