Centre Number			Candidate Number		
Surname					
Other Names					
Candidate Signature					



Functional Skills Certificate November 2014

For Exam	iner's Use
Examine	r's Initials
Question	Mark
1	
2	
TOTAL	

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.

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:	
-	



M/Nov14/47202

To: kjones.shoes@email.com Cc: Subject:	• • •	New Message	
Subject:	То:	kjones.shoes@email.com	
	Cc:		
	Subject:		

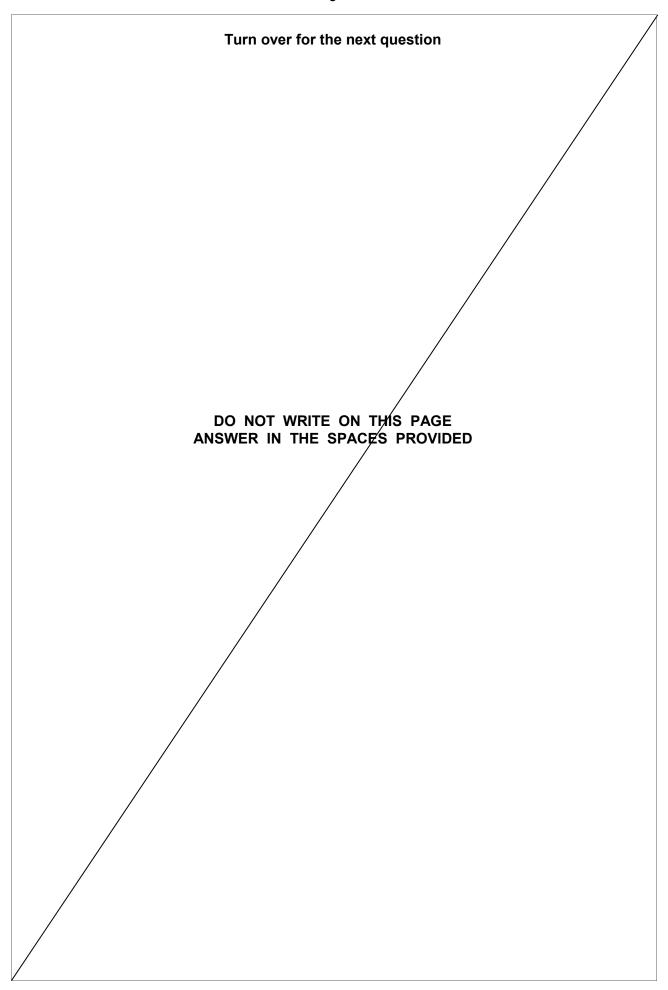


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2 You recently organised a party at The Venue.



The Venue – your avenue to fun

Great space
Disco and Lights
Bars and Food
Entertainment
Kids' area

Manager: Gerry Holt, The Venue 14 High Street Wickby

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) :		



Write your letter here:	
	<u></u>
	·



END OF QUESTIONS

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