



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

Forename(s)

Candidate signature

Functional Skills Certificate

FUNCTIONAL ENGLISH

Component 2 Writing Level 1

Wednesday 9 November 2016 Afternoon

Time allowed: 45 minutes

Materials

- You will need no other materials.

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 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 check your work carefully.



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IB/M/Nov16/E8

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QAN 500/8701/0

Answer **both** questions.

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

1

You see the following job advertisement in a shop window and decide to apply.

Palmerston Garden Centre



We're the busiest garden centre in the area. We need a number of full time and part time staff to work in our lively gift shop, busy café and in the gardens. You must be enthusiastic and able to work as part of a team.

Interested? Please send a letter of application to the manager:

Andrea McPherson, Palmerston Garden Centre, Acrefield Lane,
Wickby WY9 4ZQ

Write a letter of application to Andrea McPherson.

You should include:

- what you are interested in doing
- what skills and experience you have
- why you think you would be good at this job.

Remember to:

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

[10 marks]

Plan your answer here:



Turn over for the next question

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



Turn over ►

2

Stitchright1 Clothes Repairs and Alterations

67 High St

- *Re-styling, re-sizing and mending*
- *Wedding, party and formal clothes*
- *Dresses, blouses, jeans, shirts and trousers*
- *Jackets and coats*
- *Leathers and plastic*
- *Buttons and zips a speciality*

Manager: Jenny Chang
 email: jenny@stitchright1.co.uk
 Web: www.stitchright1.co.uk
 Tel: 0555 555 5555

Why not have a coffee with our friendly staff while you tell us what you need?

Drop in and see what we do.



You have used Stitchright1 but are not happy with your experience. Write an email to Jenny Chang informing her about why you are not happy with Stitchright1.

You should include:

- what Stitchright1 did
- why you are unhappy
- what you would like Stitchright1 to do next.

Remember to:

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

[10 marks]

Plan your answer here:



