



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

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Forename(s)

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Candidate signature

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I declare this is my own work.

# Functional Skills Level 1

## ENGLISH

Paper 2 Writing

Time allowed: 1 hour

### Materials

- You will need no other materials.
- You **must not** have access to a dictionary or any other spelling or grammar aid.

### 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.
- If you need extra space for your answer(s), use the lined pages at the end of this book.  
Write the question number against your answer(s).
- Do all rough work in this answer 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 27.
- You are reminded of the need for good English and clear presentation in your answers.

### Advice

You are advised to spend 20 minutes on **Question 1** and 40 minutes on **Question 2**.

For Examiner's Use	
Question	Mark
1	
2	
<b>TOTAL</b>	



J U N 2 2 8 7 2 0 W 0 1

IB/M/Jun22/E7

**8720W**  
**QAN 603/4284/5**

Answer **both** questions.

Answer the questions in the spaces provided.

0 1

You have applied for a course at your local college and have received the following email:



Bramby College  
High St  
Bramby

Thank you for your recent application to join one of our courses.

You are invited to attend for interview on Thursday 30<sup>th</sup> June 2022.

Your interview will be with Jenny Callar-Braithwate at 2.00 pm.

Please go to Room C22 for your interview.

If you need to contact us please email [jenny\\_c\\_b@email.com](mailto:jenny_c_b@email.com)

*Our mission is your future.*

You are unable to attend the interview.

Write an email to the college.

Your email should:

- explain why you cannot attend the interview
- ask for another interview
- suggest another time and date
- be approximately **80** to **120** words.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write clearly and effectively.

**[6 marks]**  
**[+ 3 marks for SPaG]**

Plan your answer here:

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Do not write  
outside the  
box

A large rectangular box containing 25 horizontal lines for writing. The box has a double-line border and a vertical scrollbar on the right side.

9



**Turn over for the next question**

*Do not write  
outside the  
box*

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

**Turn over ►**



0 2

You recently saw the following flyer in a local shopping centre.

**Swim Bramby!**  
 Visit Bramby Swimming Pool

*Safe and clean*  
 50m pool  
 Gym and fitness area  
 Slides, waves, flume  
 Polite staff

*Party nights*  
 Children's area  
 Café  
 Great prices/offers

Find us at: [brambypool.co.uk](http://brambypool.co.uk)

You visited Bramby Swimming Pool but were very unhappy with the experience.

Write a report about your visit to upload at [brambypool.co.uk](http://brambypool.co.uk)

You should:

- say what happened at Bramby Swimming Pool
- say why you were unhappy with your visit
- say what improvements should be made at Bramby Swimming Pool.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

**[9 marks]**  
**[+ 9 marks for SPaG]**

Plan your answer here:

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**There are no questions printed on this page**

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outside the  
box*

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







