



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

Thursday 18 May 2023

Afternoon

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 3 8 7 2 0 W 0 1

1B/M/Jun23/E6

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

Answer **both** questions.

Answer the questions in the spaces provided.

**0 1**

You have received the following leaflet from your local council.

**Funds for our community!!**

Your council has received £100 000 from the government. The money must go to people or groups to use. We want the community to benefit.

We are looking for the best ways to use this money and we want you to make the choices. If you know of a group or person who would be able to use some of this money, please tell us. The money could be used for anything that would help our community.



Send us an email with your ideas:  
[brambyfunds@email.co.uk](mailto:brambyfunds@email.co.uk)

You want to let the council know your ideas.

Write an email to the council on how to use the money.

Your email should:

- say who would get the money
- explain why the money is needed
- explain what could be done with the money
- 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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Write your email in the space below:

*Do not write  
outside the  
box*

The image shows a 'New Message' window. At the top is the title 'New Message' with window control buttons (minimize, maximize, close). Below the title bar are three input fields: 'To...' with the text 'brambyfunds@email.co.uk', 'Cc...' which is empty, and 'Subject:' which is also empty. To the left of these fields is a 'Send' button. The main body of the window is a large text area with horizontal lines for writing the message. On the right side of the text area is a vertical scrollbar.

**More space is available on the next page if needed**

**Turn over ►**



Do not write  
outside the  
box

A large rectangular box containing 25 horizontal lines for writing.



**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 bus shelter.

**Brambyville Shopping Centre!**



**Our Shopping Centre!!**

Visit us and tell us about it at: [brambyville.com](http://brambyville.com)

We're looking for interesting stories, whether you liked it or not!

You visited the shopping centre with some friends.

Write about your experiences, whether good or bad, for the website.

You should:

- say when you went and who you were with
- say what you did
- say if you enjoyed your visit or not.

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**

*Do not write  
outside the  
box*

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







