

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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# Functional Skills Level 1 ENGLISH (8720)

## Component 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>	

Answer **both** questions.

Answer **all** questions in the spaces provided.

**1** You are a member of the Clinton Park Support Group and receive the following invitation:

We need your help!

We all love our beautiful park, but recently there have been problems with litter, especially in the picnic area. Also, people are taking short-cuts across the flower beds and trampling on the plants.

People have told us that the park is not as enjoyable as it used to be. We need to look at how we can make sure that everyone who uses the park does so responsibly, so that we can all continue to enjoy it.

We want to put up a short notice at the park gates.

Write the notice for the park gates. This notice should:

- have an introduction, setting out what the problems are
- give some helpful rules for people to follow
- be easy to read
- 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 the notice in the space below:

*Do not write  
outside the  
box*

A large rounded rectangular box with a blue border, containing 20 horizontal lines for writing. There are four black circles at the corners, two at the top and two at the bottom, representing punch holes.

2 You see the following poster about The Local Bus Company:

**The Local Bus Company**

**Go Places!!**

Our local bus service has been in this area for 15 years now and we offer the best quality to our customers. Why not buy a weekly ticket and save money? Special rates for students and young people under 25.

This image has been removed due to third-party copyright restrictions.

**Regular service  
Always on time  
Polite staff  
Cleanest buses  
Lowest fares**

**Ideas? Suggestions?  
Complaints?  
Contact Jamie at:  
customercare.buses@email**

You have used The Local Bus Company but are not happy with their service. You feel the company does not match the claims in the poster above.

Write an email to Jamie in customer care reporting your experiences and offering ideas for improvement.

You should include:

- what happened when you used The Local Bus Company
- what your feelings were
- what you want The Local Bus Company to do.

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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Write the email below:

New Message

Send

To... customercare.buses@email

Cc...

Subject:

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Continue on the next page if needed

*Do not write  
outside the  
box*

A large rectangular box with a double-line border. Inside the box, there are 25 horizontal lines spaced evenly down the page, providing a space for writing answers.

**END OF QUESTIONS**



