NCFE Level 2 Functional Skills Qualification in English (603/5054/4)

NCFE Level 2 Functional Skills Qualification in English: Writing

Paper number: **Practice Paper 3** Time allowed: **1 hour**

Learner instructions

- Use black ink.
- Answer **all** questions.
- Read **each** question carefully.
- Write your responses in the spaces provided.
- All of the work you submit **must** be your own.

Learner information

- The marks available for each question are shown in brackets.
- The maximum mark for this paper is 44.
- The use of a dictionary is **not** permitted.

Do not turn over until the invigilator tells you to do so.

Please complete / check your details below

Learner name:

Centre name:

Learner number: **Centre number:**

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Practice Paper

Examiner use only

This assessment is about:

- a holiday competition
- picking up litter in the community.

Read the information provided and complete the two writing activities:

Activity 1: Write an email [22 marks]

Activity 2: Write an article [22 marks]

41% of the marks are available for evidence of accurate spelling, punctuation and grammar.

Suggested timings:

- Allow 10 minutes overall for reading, planning and proofreading.
- Allow approximately 25 minutes for Activity 1.
- Allow approximately 25 minutes for Activity 2.

Please turn over for Activity 1.

Practice Paper

Examiner use only

Activity 1: Write an email

This activity has a possible **22 marks** available.

Complete the activity in the space provided.

A website is running a competition to win a week's holiday for two people to any destination in the UK. They will pay for all transport, accommodation and meals.

For your chance to win you must write an email and let them know which place in the UK you'd like to visit. In your email, give a detailed explanation of why you want to go there and why you deserve to win the holiday.

Use the template provided and address your email to:

holidayteam@holprizes.biz.uk

[22 marks]

Practice Paper

You may use the space below for planning and drafting your email.

Practice Paper

Write your email here:

Send

To...

Subject

Please turn over

Activity 2: Write an article

This activity has a possible **22 marks** available.

Complete the activity in the space provided.

You are organising an event to pick up litter in your local area and are looking for people to help.

You decide to write an article for the local newspaper to encourage people to take part in the clean-up event. In your article, you should explain the benefits of taking part in a community litter pick, provide details of how people can get involved and explain why the event deserves support.

Your article should be between 250–350 words.

[22 marks]

Practice Paper

You may use the space below for planning and drafting your article.

Practice Paper

Write your article here:

Practice Paper

[Total: 44 marks]

This is the end of the external assessment.

Practice Paper

To be completed by the examiner	Mark
Activity 1	/ 22
Activity 2	/ 22
TOTAL MARK	/ 44

Practice Paper