NCFE Level 1 Functional Skills Qualification in English (603/5058/1)

NCFE Level 1 Functional Skills Qualification in English: Writing

Paper number: **Practice Paper 2** 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 40.
- 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:**

Practice Paper

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Practice Paper

Examiner use only

This assessment is about:

- getting a new housemate
- a space at work for employees.

Read the information provided and complete the two writing activities:

Activity 1: Write an email [20 marks]

Activity 2: Write a report [20 marks]

45% 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

Examiner use only

Activity 1: Write an email

This activity has a possible **20 marks** available.

Complete the activity in the space provided.

Examiner use only

You share a house with two other people. One of your housemates is moving out so you need to find a new housemate. You have a friend who is looking for somewhere to live.

You decide to write an email to tell them about the spare room.

In your email, you could:

- explain why your housemate is moving out
- describe the house, garden and surrounding area
- persuade your friend that the house share would be ideal for them.

Address your email to friend@mymail.biz

Use the template provided to write your email.

[20 marks]

Practice Paper

Examiner use only

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

Practice Paper

Examiner use only

Examiner use only

Write your email here:

Examiner use only

Examiner use only

Examiner use only

Please turn over

Examiner use only

Activity 2: Write a report

This activity has a possible **20 marks** available.

Complete the activity in the space provided.

Your place of work has a large, quiet area for workers but not many people use this space. The manager wants to develop the space and would like to know what employees prefer. Suggestions for the space include a gym, a games room and a kitchen.

You have met with the other workers to discuss your ideas. You have been asked to write a report to represent their views.

In your report, you should:

- explain how the workers feel about the proposed change
- describe some possible uses for the space
- suggest what next steps the manager could take.

Your report should be between 150–250 words.

[20 marks]

Practice Paper

Examiner use only

Examiner use only

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

Practice Paper

Examiner use only

Examiner use only

Examiner use only

Write your report here:

Practice Paper

Examiner use only

Examiner use only

[Total: 40 marks]

This is the end of the external assessment.

Practice Paper

To be completed by the examiner	Mark
Activity 1	/ 20
Activity 2	/ 20
TOTAL MARK	/ 40

Practice Paper