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

NCFE Level 1 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 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

This assessment is about:

- problems when buying a travel ticket
- testing a product.

Read the information provided and complete the two writing activities:

Activity 1: Write a letter [20 marks]

Activity 2: Write a review [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.

Practice Paper

Activity 1: Write a letter

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

Complete the activity in the space provided.

Last week, you tried to buy a travel ticket, but your bank card was not accepted. You were not able to get the bus and had to find another way to get to work. The bank later told you that your card was blocked as part of a routine identity check.

The situation took up a lot of time.

Write a letter to the bank to complain about their actions.

In your letter, you should:

- explain why you're writing
- give details about how you dealt with the problem
- persuade the bank to pay you some money as compensation.

Address your letter to:

Ms J Jenkins
Customer Service Department
CDT Bank
North Road
Greenway
GG18 1ZT

[20 marks]

Practice Paper

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

Practice Paper

Write your letter here:

Practice Paper

Practice Paper

Activity 2: Write a review

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

Complete the activity in the space provided.

You have signed up to a product-testing website. This week they sent you a free product from their health and well-being range. They have asked you to write a review of the product for their website.

In your review, you should:

- describe the item
- explain how useful it was
- say what you liked and disliked about the product.

Your review should be between 150–250 words.

[20 marks]

Practice Paper

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

Practice Paper

Write your review here:

Practice Paper

[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