



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

Forename(s)

Candidate signature

I declare this is my own work.

Functional Skills Level 2 ENGLISH

Paper 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 30.
- 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	
TOTAL	



M A R 2 2 8 7 2 5 W O 1

IB/M/Mar22/E3

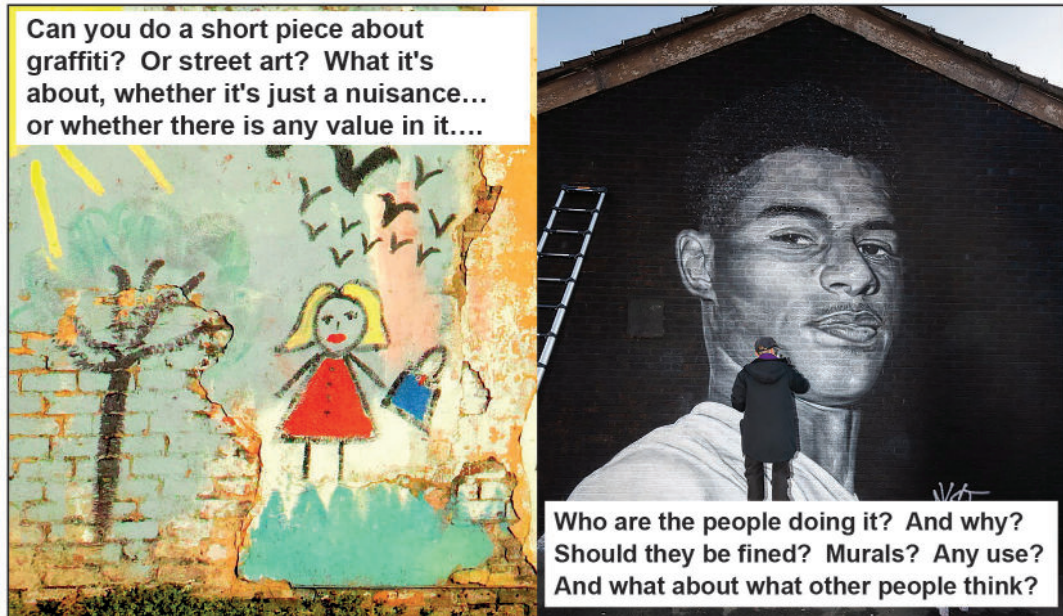
8725W
QAN 603/4285/7

Answer **both** questions.

Answer the questions in the spaces provided.

0 1

You work on a local community website and receive the following email attachment from your editor:



Write an article dealing with the topic your editor raised. Your article should be approximately **150 to 200** words in total.

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:



[illegible]

[illegible]

Turn over for the next question

*Do not write
outside the
box*

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



0 2

A relative used the company below to do some work:

05462 312435	Oddjobs & Co	jdriver@oddjobsnco.co.uk
Home	Gardening Services	Odd Job Services
Removals	Contact	
		<i>We're a fully insured business</i> that has been catering to all the gardening and odd job needs of customers for the past 20 years. Our services are available 24/7, meaning no matter what time you need our assistance, be it day or night, our team will be on hand to help you. If you have any queries, or for a free, no-obligation quote, speak to our team today.

Your relative was unhappy with the job that was done and she wants you to contact Oddjobs & Co. Write an email to the company, giving a full account of what happened.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write accurately in sentences and paragraphs.

[12 marks]
[+ 9 marks for SPaG]

Plan your answer here:



New Message

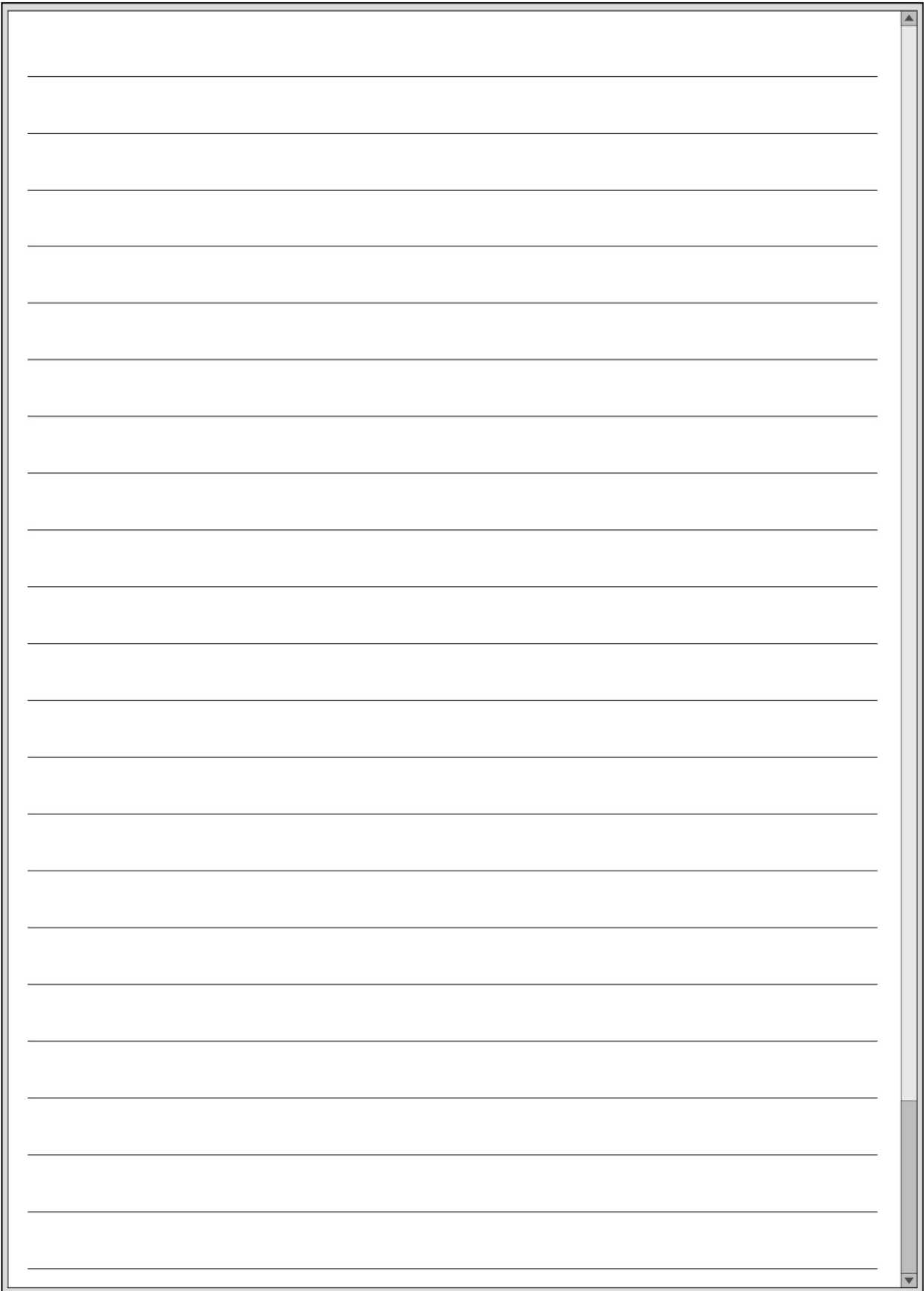
Send

To...

jdriver@oddjobsnco.co.uk

Cc...

Subject:

**END OF QUESTIONS**

There are no questions printed on this page

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box*

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ANSWER IN THE SPACES PROVIDED**



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