



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

Paper Title: Level 2 Functional Skills Qualification in English: Writing

Paper number: P000XXX Sample Assessment Materials

Time allowed: 1 hour

Learner instructions

- Use black or blue 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.

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

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.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name _____

Centre name _____

Learner number

Centre number

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

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SAMPLE

This assessment is about:

- problems in your local area
- interesting places.

Read the information provided and complete the two writing activities:

Activity 1: Write a report (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.

SAMPLE

Activity 1: Write a report

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

Answer the question in the space provided.

There have been a lot of problems near your local primary school recently caused mainly by motorists and cyclists travelling too fast, ignoring road signs and parking inconsiderately.

The Parent Teacher Association (PTA) is very worried and has asked you to write a report to give to your local Council. In your report you should explain the concerns, give specific examples and recommend how the Council can help and make the area around the school safe for everyone.

[22 marks]

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



Activity 2: Write an article

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

Answer the question in the space provided.

Your organisation's newsletter has started a new section called 'Life Outside Work'. They are looking for articles on interesting places to go in next month's edition. You decide to write an article about a place you have visited recently, giving as much detail as possible.

You have contacted the editor of the newsletter and she is keen to read your article, but it must be between 250 – 350 words.

[22 marks]

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



