



Sample Paper: P000299

NCFE Functional Skills Qualification in English at Level 1 - Writing (501/1660/5)

Time Allowed 1 HOUR

You may use a dictionary during this assessment.

There are two activities in the assessment. You must complete **both** activities.

Read the scenario and each document carefully.

Read each activity carefully before starting.

At the end of the assessment hand all documents over to the invigilator as instructed.

DO NOT TURN OVER UNTIL YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR.

For Examiner use only:	Writing		
Activity number	1	2	Total marks
Marks awarded			
Marks available	20	20	40

SAMPLE

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Festivals and Foreign Exchange

This assessment is about:

- visiting a festival
- applying to be a host family



Read the documents provided and complete the two writing activities:

Activity 1: Write an email. 20 marks

Activity 2: Write a letter. 20 marks

Marks are given in both activities for your ability to:

	Activity 1	Activity 2
Write clearly and coherently, including an appropriate level of detail	5 marks	5 marks
Present information in a logical sequence	2 marks	2 marks
Use language, format and structure suitable for purpose and audience	4 marks	4 marks
Use correct grammar, including correct and consistent use of tense	3 marks	3 marks
Ensure written work includes generally accurate spelling and that meaning is clear	3 marks	3 marks
Ensuring written work includes generally accurate punctuation and that meaning is clear	3 marks	3 marks

45% of the marks are available for evidence of accurate spelling, punctuation and grammar.

Suggested Timing: Allow 10 minutes overall for reading, planning and proofreading, followed by approximately: 25 minutes for Activity 1 and 25 minutes for Activity 2.

Activity 1: Write an email.
(Marks available: 20)

You recently visited a festival for the weekend. You took the photographs shown in **Document 1**.

Write an email to a friend to tell him/her about the festival and suggest that they come with you next year.

Remember to think about how you should set out your email.

In your email explain:

- why you are writing
- what you did at the festival
- what you really enjoyed at the festival
- why you think they would enjoy going with you next year
- any other details you want to include such as where and when etc.

One document has been provided. The document contains useful content for the activity. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

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

SAMPLE

Document 1



Write your email here:

To:

Subject:

Large empty area for writing the email body, featuring horizontal dashed lines for guidance.

A large rectangular box with a solid black border. Inside the box, there are 18 horizontal dashed lines, evenly spaced, creating a template for writing. The lines extend across the width of the box, leaving a small margin at the top and bottom.

Activity 2: Write a letter.
(Marks available: 20)

You have recently seen a poster advertising for a foreign exchange programme. You decide that you would like to apply.

Write a letter of application to the foreign exchange company, saying that you would like to take part.

Remember to set your letter out correctly.

In your letter explain:

- why you are writing
- why you think you would be a suitable applicant
- what you think you can offer your exchange partner.

One document has been provided. The document contains useful content for the activity. You may choose to select and use any of the material for your writing.

You may also use your own ideas to complete this activity.

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



Foreign Exchange

Spend time abroad, experience a foreign culture, meet new people and learn a foreign language



We arrange work and study swaps abroad. You will visit your chosen country and live with a host family.

You must be:

- able to stay between 1 and 2 weeks
- interested in foreign cultures
- open to new experiences
- able to host your exchange partner back in the UK.

What will you gain?

- New skills for work or study
- Improved foreign language skills
- A memorable experience



What's next?

Apply in writing to:

Mrs Scott, Foreign Exchange, 9 New Road, Ashford, Kent, TN24 7RY

