



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

Paper Number: **Sample Assessment Materials** Time allowed: **1 hour 10 minutes**

Learner instructions

- Use black ink.
- Answer **all** questions.
- Read **each** question carefully.

Learner information

- 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 your details below.

Learner name:

Centre name:

Learner number:

Centre number:

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This assessment is about:

- casual work
- an event you enjoyed.

Read the information provided and complete the two writing activities:

Activity 1: Write an email [20 marks]

Activity 2: Write an article [20 marks]

Please turn over for Activity 1

Activity 1: write an email

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

Allow 35 minutes to plan, write and proofread your response.

Complete the activity in the space provided.

You see this advert for casual work and decide to apply:

The Marsden Summer Festival!

The Marsden Summer Festival will take place at Askew Park from 10th to 13th July. It is always a great weekend, but we need staff to make sure the event is a success.

We need ticket sellers, bar staff and festival guides. All accommodation is provided. We pay expenses and offer a generous hourly rate.

If you are interested in being part of the team, email us at:
jobs@marsdenfest.biz

Write an email to apply to work at the festival.

In your email, you could talk about:

- which role you are interested in and why
- what skills you have that would be useful
- how the experience will help you in the future.

[20 marks]

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

Write your email here:

[illegible]

Activity 2: Write an article

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

Allow 35 minutes to plan, write and proofread your response.

Complete the activity in the space provided.

People sometimes enjoy watching or taking part in events, such as sports, concerts or local activities. Write an article about an event you have enjoyed.

In your article, you could:

- describe the event
- explain how you felt during the event
- give details of the best and worst parts of the event.

Your article must be between 150 and 250 words.

[20 marks]

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

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small gaps between them. There are no margins, text, or other markings on the page.

[illegible]

[Total: 40 marks]

This is the end of the external assessment.

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