



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

Paper Number: **Sample Assessment Material** 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 44.
- 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:

- driving age
- workplace contacts

Read the information provided and complete the two writing activities:

Activity 1: write an article [22 marks]

Activity 2: write an email [22 marks]

Please turn over for Activity 1.

Activity 1: write an article

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

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

Complete the activity in the space provided.

The minimum driving age in the UK is 17 years old. Some people think that new drivers should not drive after dark.

Write an article giving your views on whether the minimum driving age should be lowered.

In your article, you could:

- explain what age you think is appropriate to learn to drive
- describe the advantages of learning to drive at a young age
- say whether night-time driving lessons should be compulsory.

Your article must be between 250 and 350 words.

[22 marks]

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

Write your article here:

Activity 2: write an email

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

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

Complete the activity in the space provided.

Career Loop

We are an international company that helps people make professional contacts by sharing news and updates through email. Let us connect **you** with people from **your** industry from around the world.

Write an email introducing yourself.

You could:

- tell your new contact all about yourself
- describe your workday routine
- explain how international work connections would benefit you.

Address your email to: connect@careerloop.biz

[22 marks]

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

Write your email here:

 Send	To...	
	Subject	

[Total: 44 marks]

This is the end of the external assessment.

To be completed by the examiner	Mark
Activity 1	/ 22
Activity 2	/ 22
TOTAL MARK	/ 44