



NCFE Entry Level 1 Functional Skills Qualification in English (603/5059/3)

Entry Level 1 Functional Skills Qualification in English: Writing

Paper number: 18W

Time allowed: 35 minutes

Assessor instructions:

- Read out the instructions and information below to learners.

Learner instructions:

- Use black or blue ink.
- Read **each** question carefully.
- Answer **all** questions in the spaces provided.
- All of the work you submit **must** be your own.

Learner information:

- The marks available for each question are shown in brackets.
- The maximum mark for this paper is **20**.
- You must not use a dictionary.

To be completed by the assessor	Mark
Section 1	
Section 2	
TOTAL MARK	

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name _____

Centre name _____

Learner number

Centre number

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

Section 1: Letters and Alphabetical Order

This section has 2 marks.

You should spend 5 minutes on this section.

1 (a) Table 1 includes **CAPITAL letters** (upper case).

There are 5 empty spaces.

Write the missing letter in each space. Use capital letters.

Keep them in alphabetical order.

[1 mark]

Table 1

A	B	C	D	_____	_____
G	H	_____	_____	K	_____
M					

1 (b) Table 2 includes **small letters** (lower case).

There are 5 empty spaces.

Write the missing letter in each space. Use small letters.

Keep them in alphabetical order.

[1 mark]

Table 2

m	_____	o	p	_____	_____
s	t	u	_____	w	_____
y					

Section 2: Writing Composition

This section has a possible **18** marks. Of these marks, **8** are for spelling, punctuation and grammar.

You should spend **30** minutes on this section.

2 (a)

A friend is moving house. They are moving far away. You are sending them a gift.

Write a note to go with the gift.

You should say:

- what the gift is
- why you are sending a gift
- how you feel about them moving.

Writing composition **[4 marks]**
