



GCSE

4172/01

**ENGLISH/ENGLISH LANGUAGE
FOUNDATION TIER
UNIT 2 (WRITING)**

P.M. WEDNESDAY, 7 November 2012

1 hour

ADDITIONAL MATERIALS

An 8 page answer book.

INSTRUCTIONS TO CANDIDATES

Use black ink or black ball-point pen.

Answer **all** questions.

Write your answers in the separate answer book provided.

You are advised to spend your time as follows:

Q.1 – about 30 minutes

Q.2 – about 30 minutes.

INFORMATION FOR CANDIDATES

The number of marks is given in brackets at the end of each question or part-question.

Answer Question 1 and Question 2.

*In this unit you will be assessed for your writing skills, including the presentation of your work.
Take special care with handwriting, spelling and punctuation.*

Think about the purpose, audience and, where appropriate, the format for your writing.

A guide to the amount you should write is given at the end of each question.

1. Your school/college is interested in students' views on arrangements for lunch and the food and drinks available for students.

You have been asked to write a report for the Headteacher/Principal.

Organise your report into four sections with the following headings:

- how lunch time is organised;
- the range of food and drink available;
- students' views about the arrangements;
- suggestions for improvements.

Write your report.

[20]

The quality of your writing is more important than its length. You should write about one to two pages in your answer book.

2. Your local leisure centre has advertised the following holiday job.

We are looking for a young, enthusiastic student to work with children aged between 7-12 during our summer holiday programme of activities.

The programme will include sport and recreational activities such as:

- swimming
- football
- drama
- arts and crafts
- street dancing

Write a letter of application to the manager of the leisure centre suggesting why you would be the right person for the job.

[20]

The quality of your writing is more important than its length. You should write about one to two pages in your answer book.