My signature confirms that I will not discuss the content of the test with anyone.

Signature: _________________________________________________

Instructions

• Use black ink or ball-point pen.
• Fill in the boxes at the top of this page with your name, centre number and candidate number.
• Sign the declaration.
• Answer both tasks.
• Use the answer space provided to complete your tasks – there may be more space than you need.

Information

• The total for this paper is 36 marks.
• Task 1 has 21 marks and Task 2 has 15 marks.
• You will be assessed on spelling, punctuation and grammar in both tasks.

Advice

• Read each task carefully before you start to write.
• Aim to spend about 35 minutes on Task 1 and about 25 minutes on Task 2.
• Plan your work before you start and check it when you finish.
**Task 1**

**Information**

| To:  | everyone@organisation.web |
| From: | sam@organisation.web |
| Subject: | Charity Day |

Hi everyone

Next month we are having our annual Charity Day.

We are thinking of raising money by washing cars, wearing silly clothes and having a cake sale. What do you think of these ideas?

What are your ideas for raising money?

Please also let us know what you can do to help.

Can’t wait to hear from you!

Sam

**Writing Task**

Write an email to Sam about your ideas for the Charity Day.

In your email, you should:

- give your opinions on Sam’s plans for raising money
- suggest other ways of raising money
- say what you can do to help with the Charity Day.

**You should aim to write about 200 to 250 words.** (21 marks)
From: you@organisation.web
To: sam@organisation.web
Subject: Charity Day
Task 2

Information

You have new neighbours and they are causing the following problems:

- constant noise
- rubbish everywhere
- parties at night.

Last week you tried to talk to them about the problems, but they would not listen.

You decide to complain to the council.

Writing Task

Write a complaint about your neighbours on the council web form.

In your complaint, you should:

- describe the problems with your new neighbours
- explain the effects of these problems on your life.

You should aim to write about 150 to 200 words.