

Please check the examination details below before entering your candidate information

Candidate surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

Candidate Number

Practice Set 1

Time: 60 minutes

Paper Reference **PENW2**

**English
Component 3: Writing
Level 2**

You must not use a dictionary.

Total Marks

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.

Turn over ►

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Pearson

Task 1

Information

Every year people can apply to Career Grants for funding to help develop their careers.

The most deserving person will receive £5,000. This can be used to pay for courses, equipment, visits or other expenses.

To apply, write a letter to Laura Mensah, Career Grants, 1 New Road, Hanton HN1 7BU.

Writing Task

Write a letter to Laura Mensah to apply for the funding.

In your letter, you should:

- describe what you are doing now and your career ambitions
- explain in detail how you would use the money
- persuade Laura Mensah that you deserve the funding.

You should aim to write about 250 to 300 words.

(21 marks)

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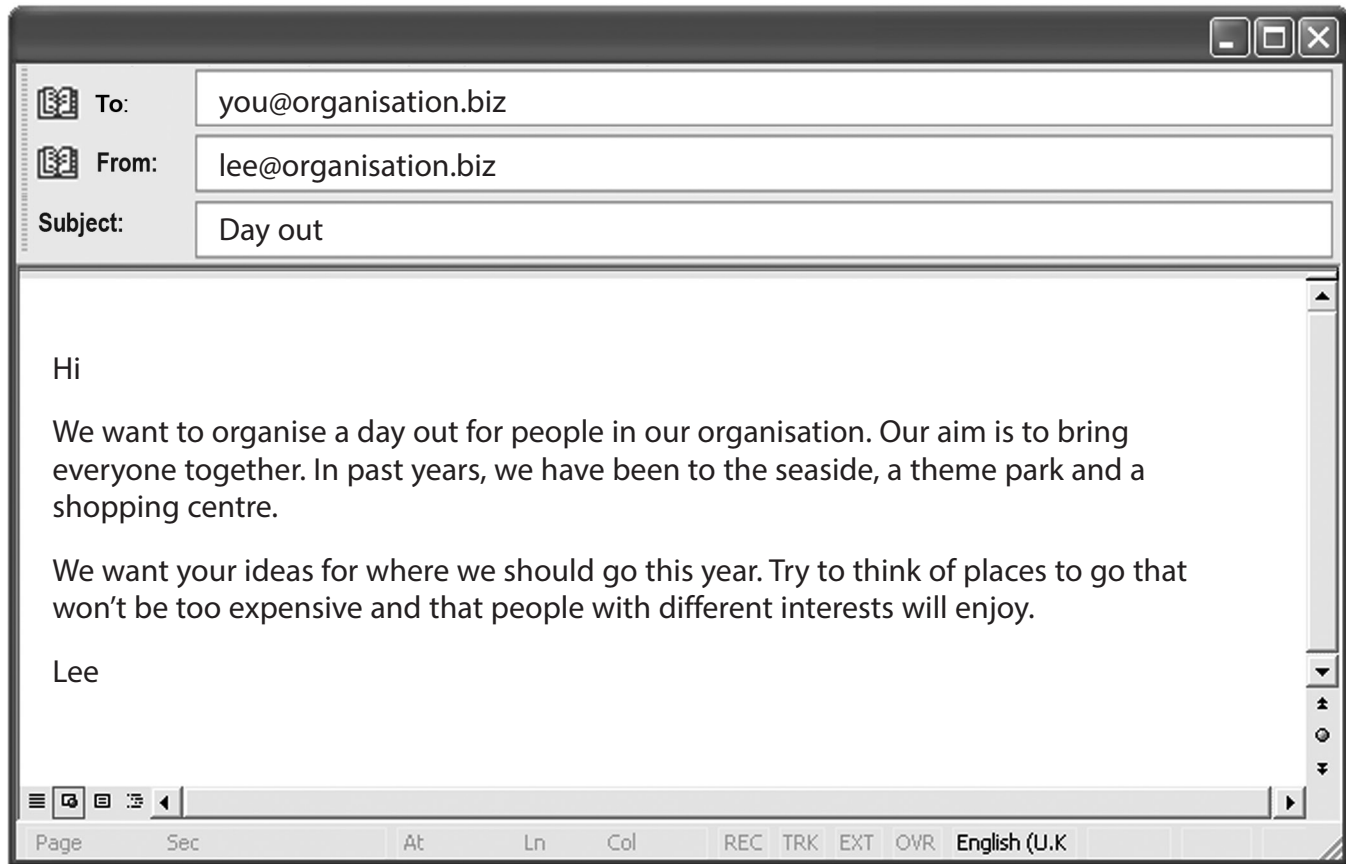
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(Total for Task 1 = 21 marks)



Task 2

Information



To: you@organisation.biz

From: lee@organisation.biz

Subject: Day out

Hi

We want to organise a day out for people in our organisation. Our aim is to bring everyone together. In past years, we have been to the seaside, a theme park and a shopping centre.

We want your ideas for where we should go this year. Try to think of places to go that won't be too expensive and that people with different interests will enjoy.

Lee

Page Sec At Ln Col REC TRK EXT OVR English (U.K)

Writing Task

Write an email to Lee about your ideas for a day out.

In your email, you should:

- give your ideas for a day out
- explain why these would work well.

You should aim to write about 200 to 250 words.

(15 marks)

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From:

you@organisation.biz



To:

lee@organisation.biz

Subject:

Day out

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(Total for Task 2 = 15 marks)

TOTAL FOR PAPER = 36 MARKS

