

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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Handwriting practice area with 20 horizontal lines.

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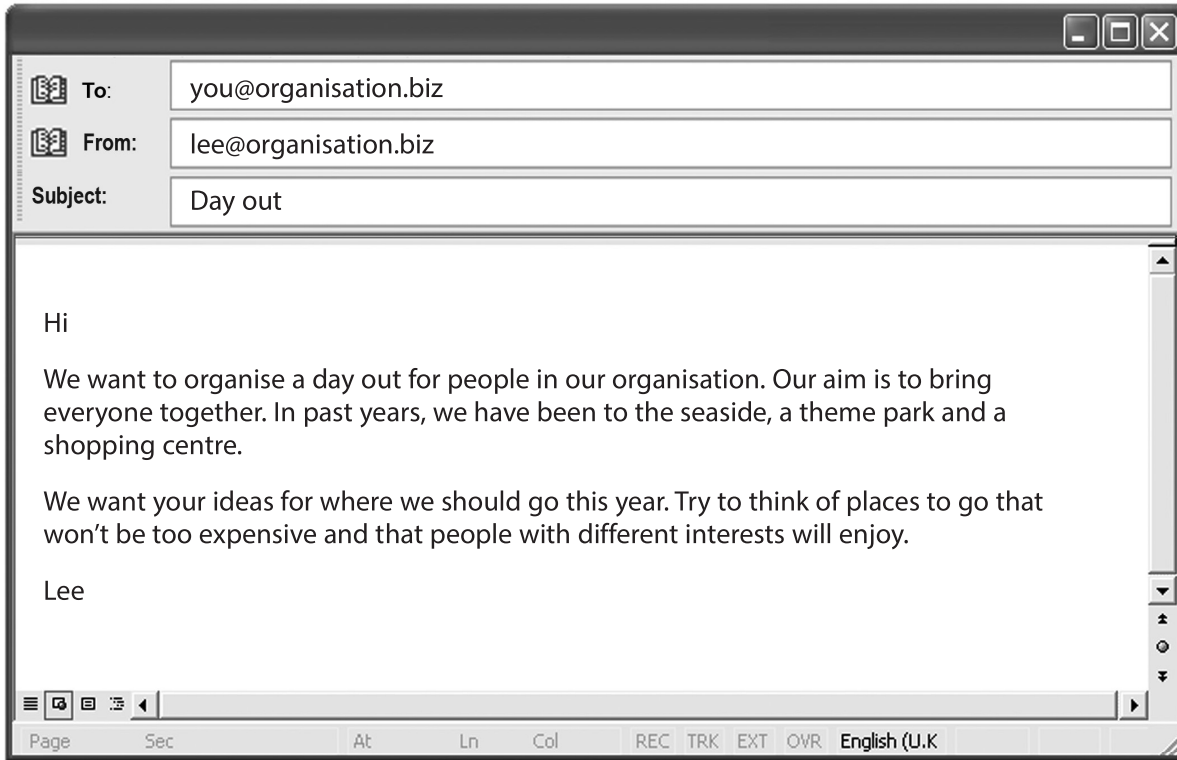
Large writing area with horizontal dotted lines.

(Total for Task 1 = 21 marks)



Task 2

Information



The screenshot shows an email client window with the following details:

- To:** you@organisation.biz
- From:** lee@organisation.biz
- Subject:** Day out

The email body contains the following text:

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

The window also shows a status bar at the bottom with fields for Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and 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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The image shows a simulated email client window. The header contains the following information:

- From:** you@organisation.biz
- To:** lee@organisation.biz
- Subject:** Day out

The main body of the email is a large, empty area with horizontal dotted lines for writing. The window has a standard title bar with minimize, maximize, and close buttons in the top right corner.



Handwriting practice area with 25 horizontal dotted lines. A toolbar at the bottom includes icons for undo, redo, and other editing functions, along with a status bar showing 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

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(Total for Task 2 = 15 marks)

TOTAL FOR PAPER = 36 MARKS

