

Please check the examination details below before entering your candidate information

Candidate surname

Other names

**Pearson Edexcel  
Functional Skills**

Centre Number

Candidate Number

**Practice 2**

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**.
- 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

You volunteer at your local community centre.

The community centre needs repairs and new equipment.  
There is also limited access for people with disabilities.

You have been asked to contact a local business group to ask for financial help and other support.

### Writing Task

Write an email to the local business group to persuade them to help.

In your email, you should:

- describe the problems
- explain how the business group can help
- say how businesses will benefit.

**You should aim to write about 250 to 300 words.**

(21 marks)

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From:

you@youremail.biz



To:

enquiries@localbusinessgroup.biz

Subject:

Community Centre

A large rectangular area containing horizontal dotted lines, intended for writing the body of an email.



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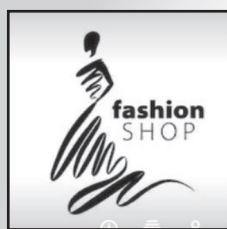
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**(Total for Task 1 = 21 marks)**



## Task 2

### Information



# Zaristar



*A new online clothes shop  
for men and women*

Our aim is simple – to be the best online fashion shop. We have an amazing range of stylish fashion items at very low prices. Clothes, shoes, hats, sunglasses and watches – everything you could possibly want.

Why not visit our website and see our full range?

You'll be amazed at the quality – and the prices.

[www.zaristar.co.uk](http://www.zaristar.co.uk)

### Writing Task

You bought some items from Zaristar and were very disappointed.

Write a complaint about what happened on the shop web form.

In your complaint, you should:

- describe why you are unhappy with your purchases
- explain what you would like to happen next.

**You should aim to write about 200 to 250 words.**

(15 marks)

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The image shows a simulated web browser window. The address bar contains the URL [www.zaristar.web/complaint](http://www.zaristar.web/complaint). The browser's menu bar includes 'File', 'Edit', 'View', 'Favourites', 'Tools', and 'Help'. The page title is 'Complaint form'. The main content area is a large, empty text field with horizontal dotted lines for writing. The browser window includes standard navigation buttons (back, forward, refresh, close) and a search icon in the address bar. A vertical scrollbar is visible on the right side of the text area.



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Handwriting practice area with horizontal dotted lines. A toolbar at the bottom includes icons for list, copy, paste, undo, redo, and a scroll bar. Below the toolbar is a status bar with the following text: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

(Total for Task 2 = 15 marks)

**TOTAL FOR PAPER = 36 MARKS**

