

Please check the examination details below before entering your candidate information

Candidate surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

Candidate Number

*****Past Paper 4*****

Time: 60 minutes

Paper Reference **PENW2/S04**

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 exam 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

Looking for a work placement?

Are you looking for your dream job or would you like to change your career? We can help anyone to find their perfect work placement.

A work placement gives you a chance to try out a job and get some valuable experience for your CV.

Apply by letter to Katie O'Connor, Work Placements for All, 27 Eastgate Road, Carford CD1 6LZ.

Writing Task

Write a letter to Katie O'Connor to apply for a work placement.

In your letter, you should:

- say what you are doing now
- explain what kind of placement you would like and why
- persuade Katie that you would be an ideal candidate.

You should aim to write about 250 to 300 words.

(21 marks)

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(Total for Task 1 = 21 marks)



Task 2

Information

You want to help the environment, for example by recycling rubbish, reusing water bottles and buying fewer new items.

Write a contribution for a web forum to explain what people can do to reduce waste and help the environment.

Writing Task

Write a web forum contribution giving your views on helping the environment.

In your contribution, you should:

- describe what you do now to help the environment
- explain what you and other people could do to help more.

You should aim to write about 200 to 250 words.

(15 marks)

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(Total for Task 2 = 15 marks)

TOTAL FOR PAPER = 36 MARKS

