

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 5		
Time: 60 minutes	Paper Reference PENW2/S05	
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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Task 1

Information

Your workplace/college/school newsletter has asked for articles giving ideas for a team building day. The purpose is to encourage everyone to work well together.

Write an article giving your ideas for the team building day.

Writing Task

Write an article for your workplace/college/school newsletter giving your ideas for the team building day.

In your article, you should:

- suggest where to go and what to do
- explain what the benefits of the day would be
- persuade newsletter readers that your choice would be best.

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

From: charlie@mailbox.web

To: you@mailbox.web

Subject: Help settling in

Hi

I've just moved into a new flat not far from you. I don't know a lot about the area and I haven't met many new people yet. Do you have any advice on what I could do to settle in?

Charlie

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

Writing Task

Write an email to Charlie giving advice on ways of settling in to the area.

In your email, you should:

- advise Charlie what there is to do in the area
- give Charlie ideas on how to settle in and get to know people.

You should aim to write about 200 to 250 words.

(15 marks)



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DO NOT WRITE IN THIS AREA

From:

you@mailbox.web

To:

charlie@mailbox.web

Subject:

Help settling in



DO NOT WRITE IN THIS AREA

TOTAL FOR PAPER = 36 MARKS