

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 **PENW1**

**English
Component 3: Writing
Level 1**

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

The screenshot shows an email client window with a dark title bar and standard window controls. The email header is as follows:

To:	everyone@organisation.web
From:	sam@organisation.web
Subject:	Charity Day

The email body contains the following text:

Hi everyone

Next month we are having our annual Charity Day.

We are thinking of raising money by washing cars, wearing silly clothes and having a cake sale. What do you think of these ideas?

What are your ideas for raising money?

Please also let us know what you can do to help.

Can't wait to hear from you!

Sam

At the bottom of the window is a status bar with the following text: Page Sec At Ln Col REC TRK EXT OVR English (U.K)

Writing Task

Write an email to Sam about your ideas for the Charity Day.

In your email, you should:

- give your opinions on Sam's plans for raising money
- suggest other ways of raising money
- say what you can do to help with the Charity Day.

You should aim to write about 200 to 250 words.

(21 marks)



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Handwriting practice area with 20 horizontal lines. A toolbar at the bottom includes icons for editing and a status bar with fields: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and English (U.K).

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(Total for Task 1 = 21 marks)



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TASK 2 BEGINS ON THE NEXT PAGE



Task 2

Information

You have new neighbours and they are causing the following problems:

- constant noise
- rubbish everywhere
- parties at night.

Last week you tried to talk to them about the problems, but they would not listen.

You decide to complain to the council.

Writing Task

Write a complaint about your neighbours on the council web form.

In your complaint, you should:

- describe the problems with your new neighbours
- explain the effects of these problems on your life.

You should aim to write about 150 to 200 words.

(15 marks)

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Handwriting practice area with 20 horizontal dotted lines.

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(Total for Task 2 = 15 marks)

TOTAL FOR PAPER = 36 MARKS

