



FUNCTIONAL SKILLS MATHS & ENGLISH

LEVEL 1 & 2 EXAMS

Functional Skills Maths & English Exams

Exam Centre is a specialist provider of **Functional Skills** qualifications in **Maths** and **English**, offering **City & Guilds** examinations that are fully regulated and **approved by Ofqual**.

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BOOK YOUR FUNCTIONAL SKILLS EXAM NOW!

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

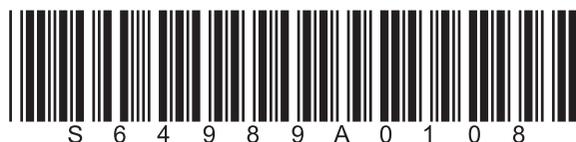
- Read each task carefully before you start to write.
- Aim to spend about **35 minutes** on Task 1 and about **25 minutes** on Task 2.
- Plan your work before you start and check it when you finish.

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)

DO NOT WRITE IN THIS AREA





DO NOT WRITE IN THIS AREA

	From:	you@youremail.biz
	To:	enquiries@localbusinessgroup.biz
	Subject:	Community Centre



S 6 4 9 8 9 A 0 3 0 8

DO NOT WRITE IN THIS AREA

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



S 6 4 9 8 9 A 0 4 0 8



DO NOT WRITE IN THIS AREA

(Total for Task 1 = 21 marks)



S 6 4 9 8 9 A 0 5 0 8

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

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)

DO NOT WRITE IN THIS AREA





DO NOT WRITE IN THIS AREA



S 6 4 9 8 9 A 0 7 0 8

DO NOT WRITE IN THIS AREA

(Total for Task 2 = 15 marks)

TOTAL FOR PAPER = 36 MARKS





Ready to Take Your Functional Skills Exam?

Exam Centre is offering Ofqual-regulated, City & Guilds approved Functional Skills Maths and English exams; the nationally recognised GCSE grade 4+ (grade C) equivalent. Whether you're sitting for the first time or resitting, we offer flexible exam bookings online and at our centre all year round.

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