Instructions

• Use black ink or ball-point pen.

• You have 1 hour and 15 minutes to complete 3 tasks.

• You do not need to complete all the tasks in the same session.

• You should spend approximately 20 minutes on task 1, 25 minutes on task 2 and 25 minutes on task 3.

• You may word process or handwrite your answers.

Information

• This paper has 40 marks.

• The marks for each task are shown at the bottom of the page – use this as a guide as to how much time to spend on each question.

Advice

• Read each question carefully before you start to answer it.

• Keep an eye on the time.

• Check your answers if you have time at the end.
Task 1

You have decided to volunteer with a local charity. Complete this application form.

Community Help Volunteers Application Form

We need

• Help with meals for the elderly
• Computer Skills teaching
• Activities for young people

Please complete this form

First Name

Family Name

Address and postcode

Telephone number

Email address

Activity you want to help with (choose from above)

Why you want to help in this activity (please give two reasons and write in full sentences)

Experience (please give two examples and write in full sentences)

When you are available (days and times)

Total marks Task 1: 12
Task 2

Write an email to your friend to tell them about your course as they are thinking of joining.

• Tell them what you have enjoyed about the course and what you have not enjoyed.
• Give two examples of activities that were either useful or not useful to you.
• Say how the course could be improved.
• Write about two things that you can now do better than when you started the course.

Use this space for a rough draft if you want to.

Write between 60-80 words.

You must write in full sentences.

Lay out your email with an appropriate beginning and ending.

You do not need to fill in the ‘From’ and ‘To’ boxes.
Write your final email here.
Task 3

You are writing a letter of complaint to your local council. (For example, you might want to complain about graffiti, street lights not working, noise from a local club, lack of parking).

• Explain the issue that is concerning you.
• Tell the Council how it affects you and/or other people in the community.
• Say what you hope the council will do about it.
• Ask the Council to reply by a certain date.

Remember to set out as a letter and use paragraphs.
You must plan your writing first, using the space provided.
Check your work at the end.
Write 100-120 words.

Planning notes
You may use this space for a rough draft if you want to.

Write your final letter here.
These texts and illustrations have been incorporated into this test paper solely for the purposes of the examination in accordance with Section 32 of the Copyright, Designs and Patents Act 1988, as amended by the Copyright and Rights in Performance (Research, Education, Libraries and Archives) Regulations 2014. No copyright or clearance for any other use has been obtained or sought.