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|---|-----------------------------------|
| Write your name here | |
| Surname | Other names |
| Edexcel Functional Skills | Centre Number |
| | Candidate Number |
| English Level 1 Component 3: Writing | |
| 15-19 November 2010 Time: 45 minutes | Paper Reference E103/01 |
| You may use a dictionary. | Total Marks |

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.
- Answer **both** tasks.
- Answer the tasks in the spaces provided.
– *there may be more space than you need.*
- Dictionaries may be used.

Information

- The total mark for this paper is 25.
- The marks for **each** task are shown in brackets
– *use this as a guide as to how much time to spend on each task.*
- You will be assessed on spelling, punctuation and grammar in both tasks.

Advice

- Read each task carefully before you start to answer it.
- Keep an eye on the time.
- Try to complete both tasks.
- Check your answers if you have time at the end.

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There are **two** tasks which assess your writing skills.

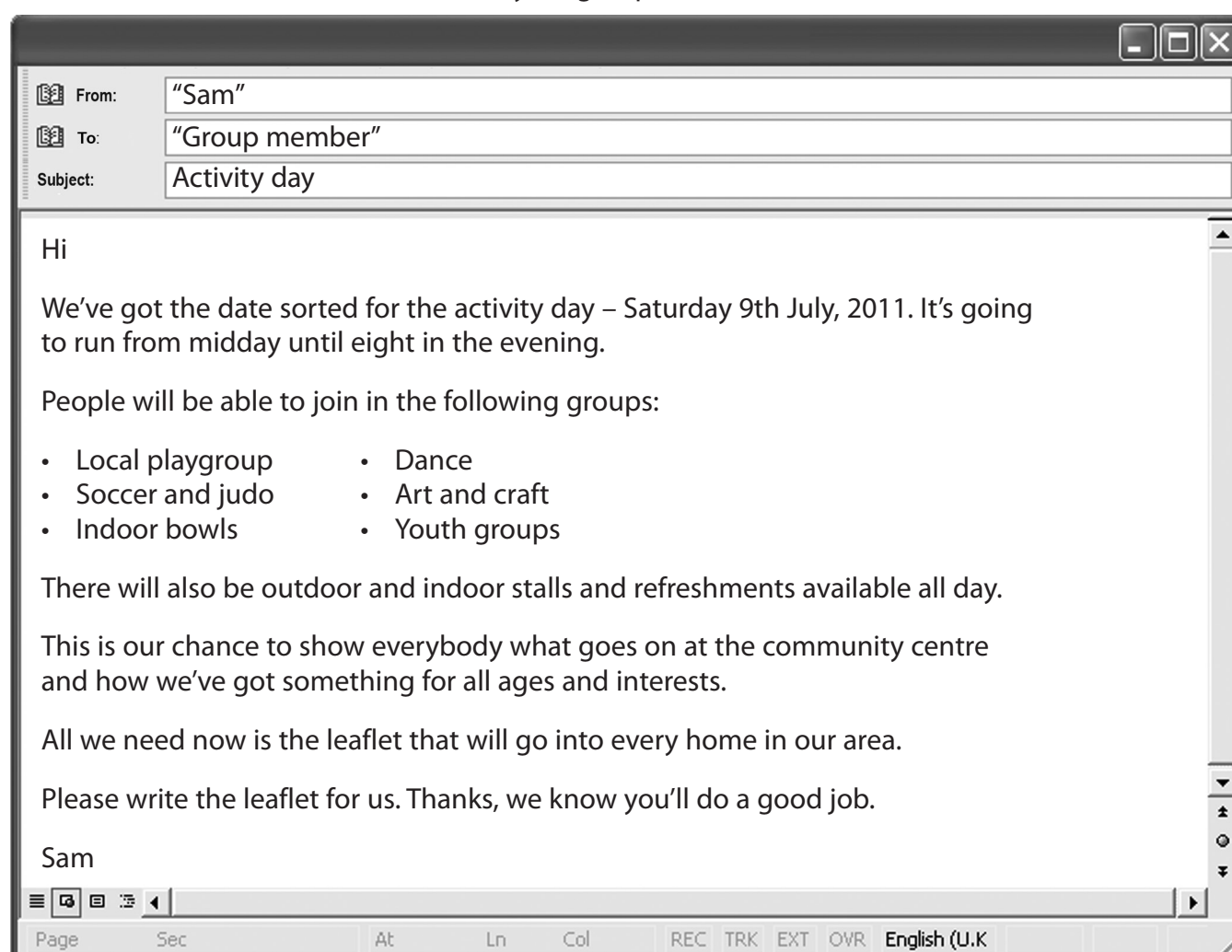
Remember that spelling, punctuation and grammar will be assessed in **both** tasks.

Task 1

Information

You are a member of a group trying to get more people to use the community centre in your area. Your group has decided to organise an activity day.

You receive the email below from one of your group.



Writing Task

Write the leaflet to inform local residents about the activity day.

In your leaflet you should:

- describe the purpose of the day
- give details of the activities taking place
- encourage the local residents to come along and join in the activities.

(15)

Begin your answer on the next page



Lined writing area with horizontal dotted lines.



3
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(Total for Task 1 = 15 marks)



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Task 2**Information**

You recently bought a bag from a local high street store. You have had to exchange it three times because it is faulty.

The store advises you to email the Complaints Department.

Writing Task

Write your email to the Complaints Department.

You may wish to include:

- the product details, where and when you bought it
- what is wrong with it
- how you have been treated so far
- what you want to happen now

(10)

Begin your answer on the next page



(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

■

