

Write your name here

Surname

Other names

**Edexcel**  
**Functional Skills**

Centre Number

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Candidate Number

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**English**  
**Level 1**  
**Component 3: Writing**

14–18 February 2011

**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.

Turn over ►

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5/4/3



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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 find this job advert in your local newspaper and decide to apply.

#### Wild Acres Water Park



**Open 7 days a week**

We need a number of full time and part time staff to work in our busy gift shop, cafés and on the water rides. Must be enthusiastic and able to work as part of a team.

Interested? Please send a letter of application to the manager: David Brownley, Wild Acres Water Park, Shaw Lane, Estrick EK1 5LB.

Please state the type of work you are interested in and your availability for work. Give details of skills and any previous experience.

#### Writing Task

Write a letter of application to the manager of Wild Acres Water Park.

In your letter you should include:

- where you saw the job advertised
- details about yourself and your skills
- previous experience or qualifications
- type of work you are interested in
- your availability for work.

Remember to set out your letter correctly.

(15)

**Begin your letter on the next page**



Lined writing area with horizontal dotted lines.



Handwriting practice area with 25 horizontal dotted lines.

**(Total for Task 1 = 15 marks)**



**BLANK PAGE**



## Task 2

### Information

You booked a flight to visit a friend. On the day of your flight the airport was closed and your flight was cancelled. You looked at the airline's website and found the following information:

#### Customer Information

Customers affected by cancellation can either rebook the flight and travel within two weeks or request a refund.

You rebooked your flight but had to pay an extra £80. You are not happy that you had to pay more money for your flight.

### Writing Task

Write an email to the airline company requesting a refund for the additional cost of your flight.

In your email you should include:

- details of your original booking
- details of your new booking
- why you are unhappy with the situation
- what you would like the airline company to do about it.

(10)

**Begin your email on the next page**



New Message



 From: you@your.email.co.uk  
 To: cancellations@flyair.com  
Subject: Refund

Large text area with horizontal dotted lines for writing.



Blank writing area with horizontal lines and a software interface at the bottom.

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

