

Write your name here

Surname

Other names

Edexcel
Functional Skills

Centre Number

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Candidate Number

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English

Level 2

Component 3: Writing

14–18 February 2011

Time: 45 minutes

Paper Reference

E203/01

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

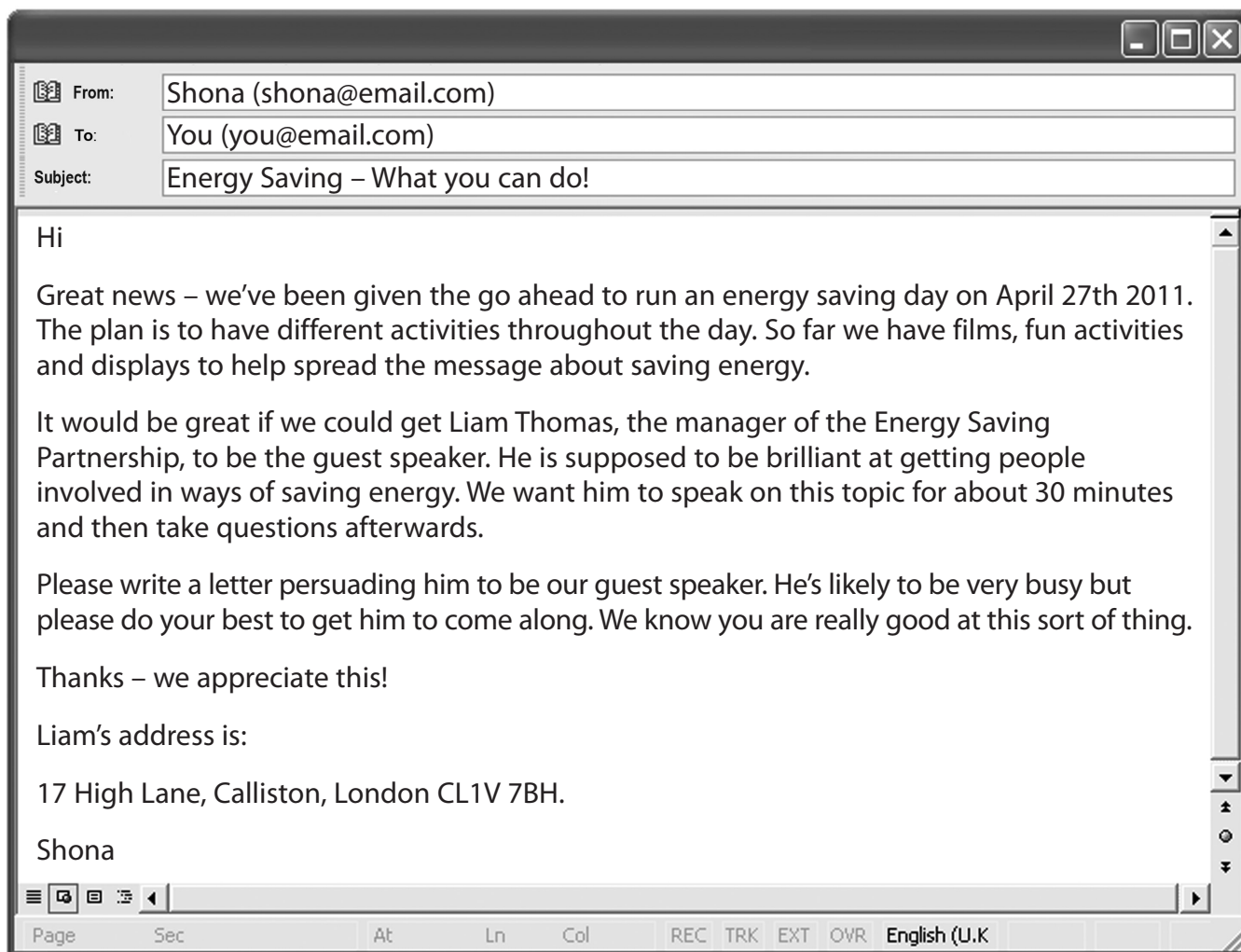
Remember that spelling, punctuation and grammar will be assessed in **both** tasks.

Task 1

Information

You are part of a team helping your school/college/workplace to promote recycling and to save energy, eg by turning devices off when not in use.

You receive the following email from another member of the team.



Writing Task

Write a letter to Liam Thomas persuading him to be the guest speaker at the energy saving day.

In your letter you may:

- Tell him about your team and explain the purpose of the day
- Tell him about the activities planned for the day
- Give reasons why you have chosen him to be your guest speaker and what you want him to do.

Remember to set out your letter correctly.

(15)

Begin your letter on the next page



Handwriting practice area with 25 horizontal dotted lines.



Handwriting practice area with 25 horizontal dotted lines.

(Total for Task 1 = 15 marks)



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Task 2

Information

You have just joined Sterling Computing Services but the service provided is not what the company promised in the advert below.

Sterling Computing Services **Britain's most popular internet provider!**



We offer Britain's fastest internet connection, meaning that you can download films and music in seconds!

With our trouble free package all the family can use the internet at the same time.



If you need any help our friendly support team is always available on our 24-hour helpline. Just call us on 0895 347347

Or you can email our customer services department at customer.services@sterling.computingservices.com

All this for only £10 a month!

Sign up at www.sterling.computingservices.com

Writing Task

Write an email to the customer services department explaining why you feel they have not given you the service they have advertised.

In your email you should:

- introduce yourself and your reason for writing
- explain why you are not satisfied with their service
- state what you would like them to do about this.

(10)

Begin your answer on the next page



New Message



From: you@your.email.com
To: customer.services@sterling.computingservices.com
Subject: Complaint

Large text area with horizontal dotted lines for writing.



Handwriting practice area with 25 horizontal dotted lines. A toolbar at the bottom right includes icons for undo, redo, and navigation. A status bar at the bottom left shows: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

