

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

10–14 January 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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5/5/2



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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 read this article in your local paper.

Council ends free travel for teenagers

From September 2011, the Council wants to end all free travel for under sixteens on public transport.

The Council argues that everyone will benefit from this decision. By ending free travel for under sixteens, thousands of pounds will be saved that could be used to improve local services.

According to Sharon Wong at the Council, "We also hope to use some of the money saved to make the community a better place."

Nothing has been decided yet and the Council are keen to find out what people think.

To make your views known, write to :

Sharon Wong, Head of Customer Services, County Hall, High Street, Estrick.

Writing Task

Write a letter to Sharon Wong, Head of Customer Services, to give your views about the plans.

In your letter you should:

- explain why you are writing
- give your views about the plans
- give reasons for your views.

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 are organising a talent show to raise money for charity. You have produced this poster below to advertise the event.

A group of your friends or workmates have volunteered to help.

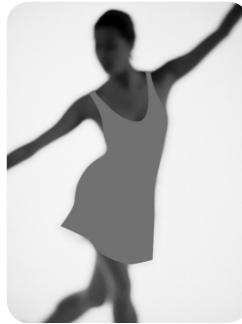
Charity Showcase

Come and see the stars of the future.

We have great singers, dancers and other great performances to entertain the whole family.

You'll have a great time and you'll be raising money for a good cause, too.

We look forward to seeing you at the show!



Doors open: 6:30 pm

First act on stage: 7:00 pm

Tickets can be bought in advance or on the door for £2.50. Refreshments will be available from 6:30 pm

Writing Task

Write an email explaining how you want your friends to help.

In your email you should:

- say when you want them to arrive
- tell them what needs to be done, eg serving refreshments
- ask them how they would like to help
- thank them for their help.

(10)

Begin your email on the next page



New Message



From: you@your.email.com

To: volunteers@friends.com

Subject: Help wanted!

Large text area with horizontal dotted lines for writing the message content.



Handwriting practice area with 25 horizontal dotted lines. A control bar at the bottom includes icons for list, copy, paste, undo, redo, and navigation arrows. Below the bar are labels: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and English (U.K).

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

