

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**

10 – 14 January 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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5/5



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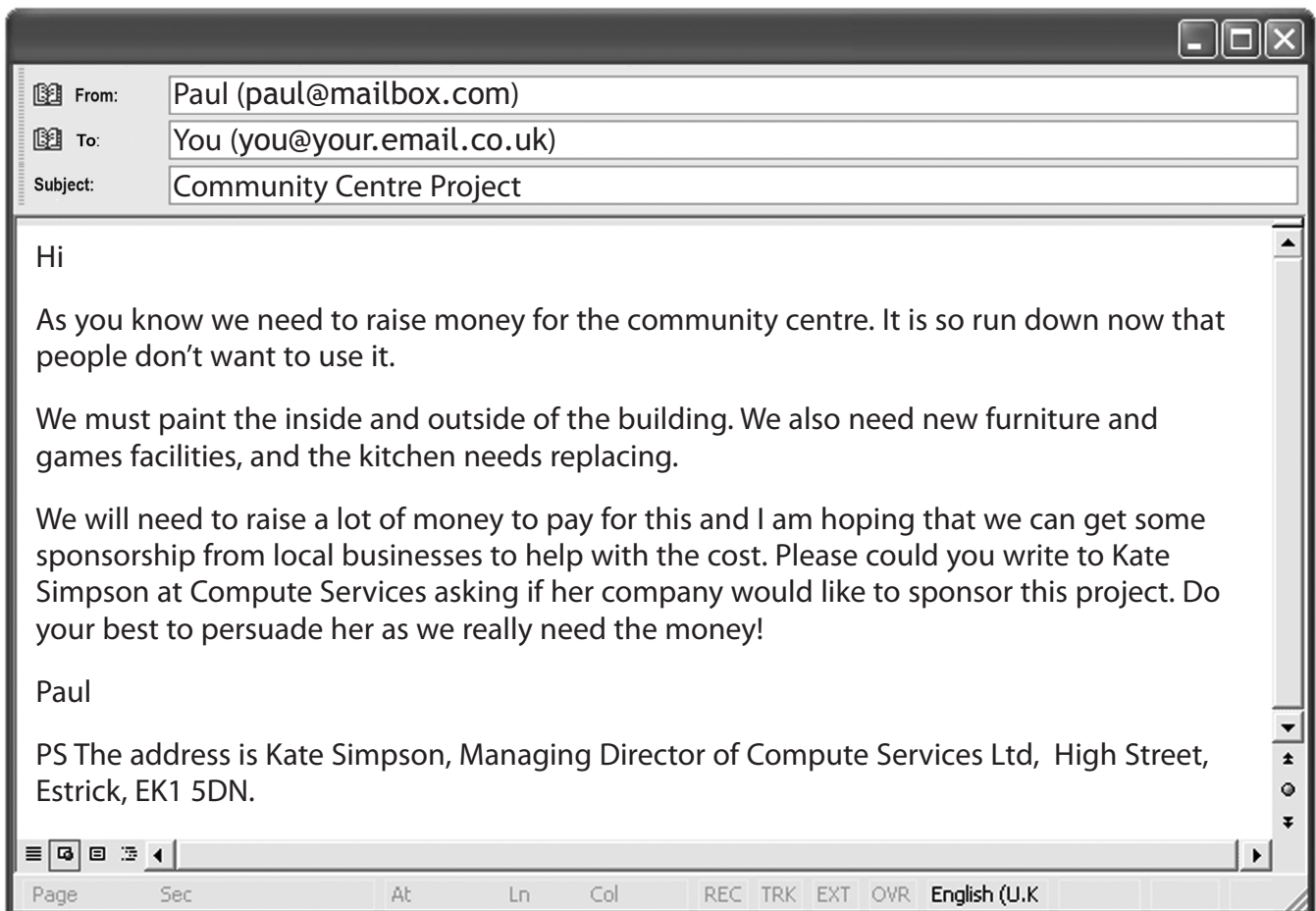
There are **two** tasks which assess your writing skills.

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

### Task 1

#### Information

You are a member of the fundraising committee for your local community centre project. You receive this email from another committee member.



#### Writing Task

Write a letter to Kate Simpson, Managing Director of Compute Services Ltd, asking her to sponsor this project.

In your letter you may:

- tell her about the community centre project and why you need sponsorship
- tell her how you would want to spend the money
- suggest how her business might benefit from providing sponsorship.

(15)

*Remember to set your letter out correctly.*

**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)**



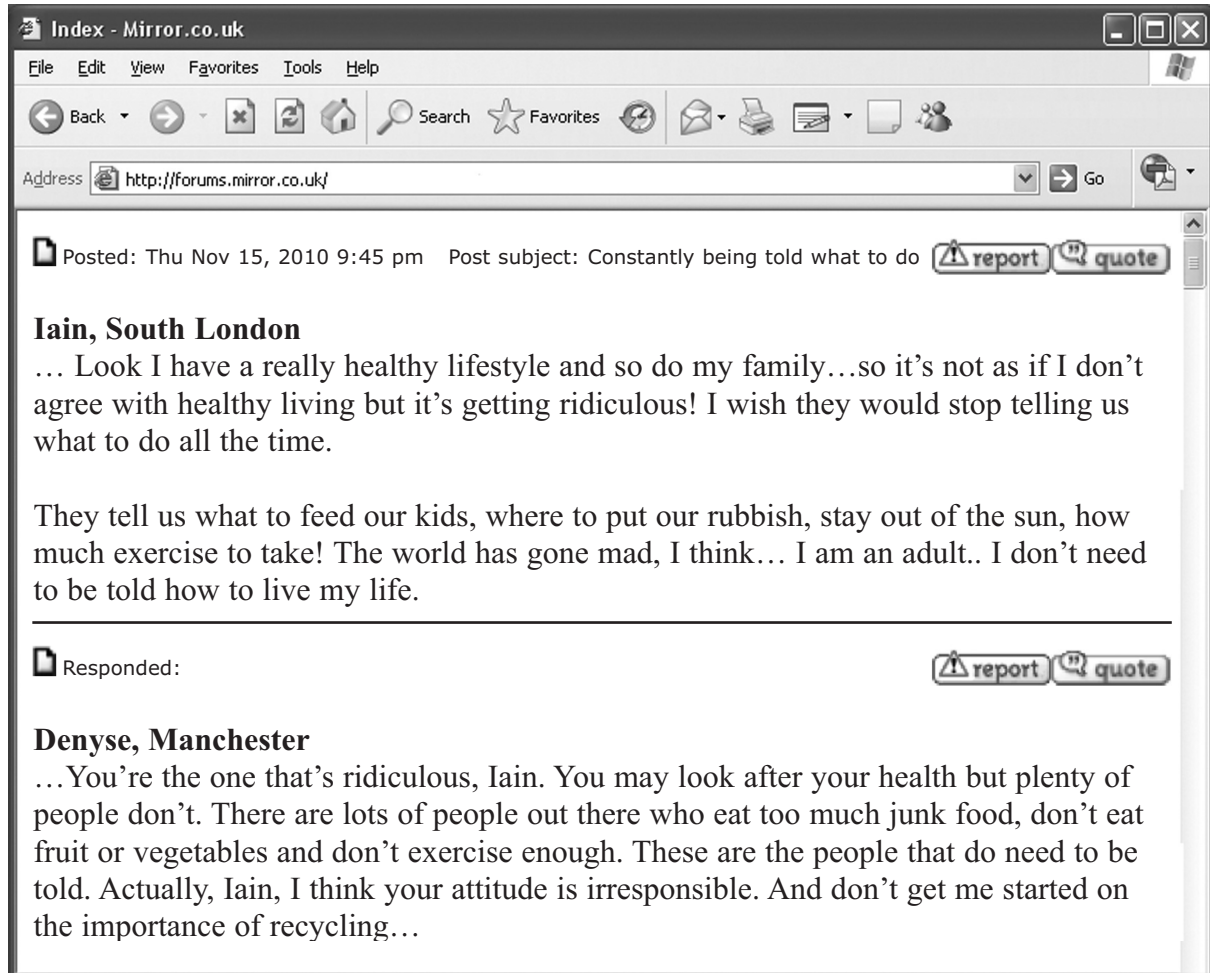
**BLANK PAGE**



## Task 2

### Information

Read the following contributions to an internet discussion on whether people should constantly be told how to live their lives.



The screenshot shows a web browser window titled "Index - Mirror.co.uk". The address bar contains "http://forums.mirror.co.uk/". The main content area displays a forum post with the following details:

- Posted: Thu Nov 15, 2010 9:45 pm
- Post subject: Constantly being told what to do
- Buttons: report, quote

**Iain, South London**  
... Look I have a really healthy lifestyle and so do my family...so it's not as if I don't agree with healthy living but it's getting ridiculous! I wish they would stop telling us what to do all the time.

They tell us what to feed our kids, where to put our rubbish, stay out of the sun, how much exercise to take! The world has gone mad, I think... I am an adult.. I don't need to be told how to live my life.

---

Responded:

**Denyse, Manchester**  
...You're the one that's ridiculous, Iain. You may look after your health but plenty of people don't. There are lots of people out there who eat too much junk food, don't eat fruit or vegetables and don't exercise enough. These are the people that do need to be told. Actually, Iain, I think your attitude is irresponsible. And don't get me started on the importance of recycling...

### Writing Task

Write your own message to this internet discussion forum giving your **detailed** views on whether people should constantly be told how to live their lives.

Use complete sentences and write in standard English.

(10)

**Begin your answer on the next page**



Handwriting practice area with 25 horizontal dotted lines.



Handwriting practice area with 25 horizontal dotted lines.

**(Total for Task 2 = 10 marks)**

**TOTAL FOR PAPER = 25 MARKS**

