

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

09 – 13 May 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.

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5/3/3/2



P 3 5 0 0 7 A 0 1 0 8

Turn over ►

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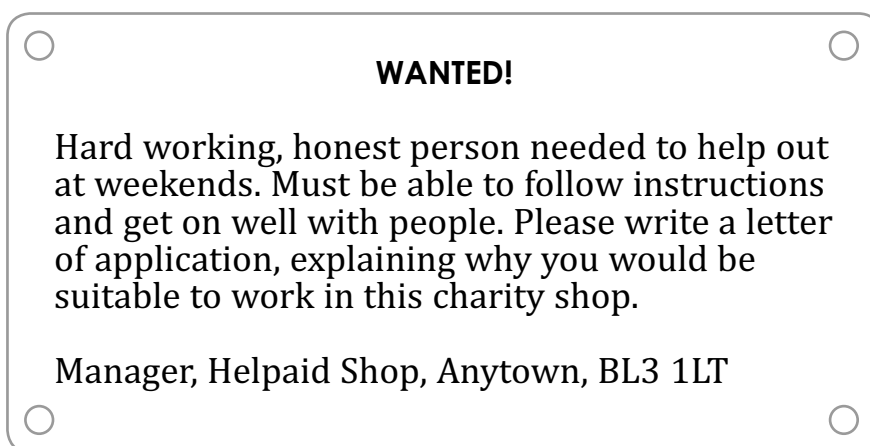
There are **two** tasks which assess your writing skills.

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

Task 1

Information

A local charity shop is looking for someone to help out at weekends. You are interested in applying. The notice in the window looks like this:



Writing Task

Write a letter of application, explaining why you would be a suitable person to work in this charity shop.

In your letter, explain:

- why you are interested in helping in the charity shop
- what experience and skills you can bring to the job
- why you think you are the right person to help out.

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 use the bus to travel to school/college/work.

Recently the bus service has been very unreliable and sometimes the bus has not come at all. This has often made you late for school/college/work.

You have a bus pass with the bus company details on the back:

Faster Buses

Getting you there is our business!

Manager: Simon Griffiths

email: simon.griffiths@fasterbuses.com

Writing Task

Write an email to Simon Griffiths, the manager of the bus company, to complain.

You may wish to include:

- what is wrong with the bus service
- the problems this has caused you at school/college/work
- what you want him to do about this situation.

(10)

Begin your email on the next page.



New Message



From: you@your.email.co.uk
To: simon.griffiths@fasterbuses.com
Subject: Complaint

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



Blank writing area with horizontal lines and a footer bar containing navigation icons and labels: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

