

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

13–17 June 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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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 and your friends recently had a day out at Estrick Heights theme park.

You and your friends did not enjoy your visit because the facilities were not as advertised on the leaflet below.

ESTRICK HEIGHTS



Fabulous fun for all

Fantastic new rides

Longest rollercoaster in the country

Non-stop entertainment for all the family

Food for all tastes

Great value for money

No queuing

You'll love every minute of your day!

Writing Task

Write a letter of complaint to Chris Carter, the Manager at Estrick Heights, Estrick, EW12 5TT.

In your letter you should:

- give the details of your visit
- explain why you did **not** enjoy your visit
- explain what you want Chris Carter, the Manager, to do about it.

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 and your friend Bill have been planning a leaving party for a friend called Katherine at your school/college/workplace.

You have been texting Bill about organising a leaving party.

You

Bill

28 June 10.21

You know Katherine's leaving at the end of the month? How about organising a leaving party for her?

28 June 10.37

That's a great idea. What if I book the upstairs room in the Plough Hotel for 6 pm on Thursday 30 August?

28 June 11.44

Fantastic! She's great fun, everyone likes her so it should be easy to get enough people. You book the room then and I'll invite the people.

28 June 13.07

No problem. Why don't you ask people if they have any interesting or funny stories to tell about Katherine. You know she'll be a bit embarrassed at first but she'll love it!

Writing Task

Write an email to invite your school/college/workplace friends to Katherine's leaving party.

In your email you should:

- give details about the evening
- encourage them to come along.

(10)

Begin your email on the next page.



New Message



From: you@your.email.co.uk
To: yourfriends@email.co.uk
Subject: Katherine's leaving do!

A large text area for writing the message, featuring horizontal dashed lines and a vertical scrollbar on the right side.



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

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

