

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

09 – 13 May 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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5/3/2



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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 are thinking about getting involved in voluntary work. You find this advert in your library.

Why volunteer?

People have many reasons for volunteering.

It can improve employment prospects or it can be a way to meet new friends and get involved in something that's rewarding.

Opportunities to volunteer are varied, ranging from gardening projects to helping out in sports clubs or schools.

Contact us at the local volunteering centre. We can help to match your skills and interests to local volunteering opportunities.

Write to Martin Sagar at 150 High Street, Estrick ES5 2ME



Writing Task

Write a letter to your local volunteering centre offering them your help.

In your letter you may wish to say:

- why you are interested in volunteering
- what skills and qualities you have to offer
- what type of projects you are interested in.

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 a member of the gym at your local leisure centre and receive the following information about changes to the membership scheme.

Changes to monthly gym membership scheme

The leisure centre has reviewed its monthly gym membership scheme. The following changes will come into effect from 1 August 2011:

- The monthly membership fee will increase from £19.50 to £32.50
- Boxercise and yoga classes will no longer be included in the membership rate but sessions can be booked at an additional charge of £5 per hour
- All gym members will continue to benefit from exclusive, member only, access to the spa and sauna facilities but Saturday and Sunday morning sessions will also be open to non-members.
- Last admissions to the gym on Sundays will now be at the earlier time of 2pm.

If you wish to renew or upgrade your gym membership package please contact Brian Dooley, Gym Manager, Smithfield Leisure Centre.

email: brian.dooley@smithfieldcentre.co.uk

Writing Task

You are very unhappy about the changes to the terms and conditions in your gym membership package.

Write an email to Brian Dooley about:

- why you are unhappy with the changes
- how you feel about renewing your membership
- what you would like him to do about the situation.

(10)

Begin your email on the next page.





From: you@your.email.co.uk
To: brian.dooley@smithfieldcentre.co.uk
Subject: Complaint

A large rectangular area with horizontal dotted lines, intended for writing the body of the email.



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

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

