

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

13–17 June 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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There are **two** tasks which assess your writing skills.

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

Task 1

Information

Your school/college/workplace has decided to produce an information guide for overseas visitors to the area. It is intended to give useful information/advice that will help people enjoy their visit.



Writing Task

You have been asked to write a section of this guide about what the visitors could do in their spare time.

In your section you may want to include details of:

- local attractions and leisure facilities
- shopping
- transport links
- any other useful information.

(15)

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 1 = 15 marks)



BLANK PAGE



Task 2

Information

You are taking part in a 20-mile sponsored walk on Sunday 5th August to raise money for your local hospital. You want to raise as much money as possible so you decide to email everyone you know.



Writing Task

Write an email to everyone you know giving them details of the walk, persuading as many of them as possible to sponsor you, support you on the day or even sign up for the sponsored walk themselves.

(10)

Begin your email on the next page.





From: you@your.email.co.uk
To: everyone@everyone.com
Subject: Sponsored Walk

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



Blank writing area with horizontal lines and a bottom toolbar containing 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

