

Write your name here					
Surname			Other names		
Edexcel		Centre Number		Candidate Number	
Functional Skills		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<h1>English</h1> <h2>Level 1</h2> <h3>Component 3: Writing</h3>					
21–25 March 2011			Paper Reference		
Time: 45 minutes			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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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 live in Eastport and you read the following notice in your local community newsletter.

Eastport Council wants your views

As your council, we want to continue to improve leisure services in our area.

We are considering three projects but we can only afford one.

1. To buy new children's play equipment for the park
2. To build a skate park
3. To buy new gym equipment for the leisure centre.

We want as many of you as possible to write in and say which project you support and why. This will help us to decide which one to choose.

Letters should be sent to Mina Parmar, the Manager of the Leisure Services Department. Her address is The Council Offices, 25 Low Lane, Eastport, EA1 7XQ.

Writing Task

Write a letter to Mina Parmar, giving your opinion on which project you support.

In your letter you should:

- introduce yourself
- give your reason for contacting her
- explain which project you support and why.

Remember to set out your letter correctly

(15)

Begin your letter on the next page.





A large rectangular area with rounded corners, containing 25 horizontal dotted lines for writing.



P 3 7 6 3 0 A 0 3 0 8



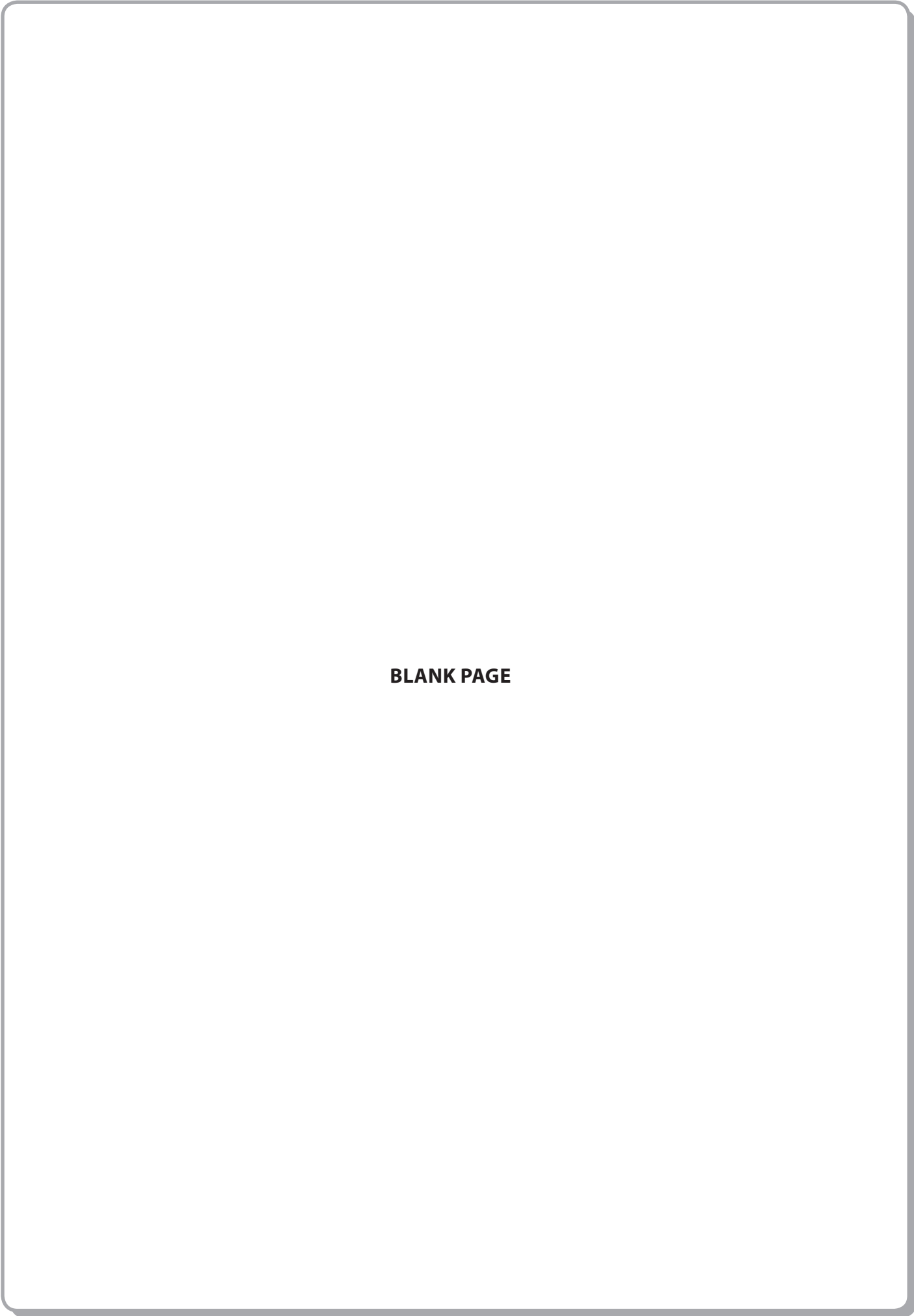
3
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Handwriting practice area with 25 horizontal dotted lines.

(Total for Task 1 = 15 marks)





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Task 2

Information

You and your friend Chris are planning a birthday surprise for a friend called Sam. You are texting Chris about organising the birthday surprise:

Chris	You
<p>28 June 10.21 Just got a call from Dinton Bowling Alley. The lanes are booked for Sam's birthday on 14th July at 7pm.</p>	
	<p>28 June 10.37 Sounds good. You get Sam there and I'll invite the others.</p>
<p>28 June 11.44 Great! Thanks. Remember it's a secret.</p>	
	<p>28 June 13.07 I know! I will make sure everyone keeps it a secret and gets there before Sam arrives so we can surprise him as he comes in.</p>

Writing Task

Write an email to your friends to invite them to Sam's surprise birthday party at the bowling alley.

In your email you should:

- explain why you are emailing them
- give details about the evening
- explain why you want them to arrive before Sam
- encourage them to come along

(10)

Begin your answer on the next page.





The image shows a stylized email client window. The header area contains the following text:

From: you@your.email.co.uk
To: yourfriends@email.co.uk
Subject: Sam's birthday

The main body of the email is a large rectangular area with horizontal dotted lines, intended for writing the message content. The window has a standard title bar with minimize, maximize, and close buttons in the top right corner.



P 3 7 6 3 0 A 0 7 0 8

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Handwriting practice area with 20 horizontal lines. A toolbar at the bottom of the writing area includes icons for undo, redo, and a scroll bar. Below the writing area, the text "(Total for Task 2 = 10 marks)" is centered. Below that, the text "TOTAL FOR PAPER = 25 MARKS" is centered.

