

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**

21–25 March 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.

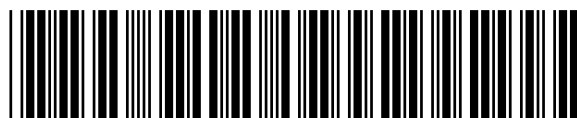
### Advice

- 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.

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5/3/3



P 3 7 6 3 2 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

You regularly catch a number 33 bus into town. This is the only public transport available. A notice about this service has just appeared at the bus stop.

#### **IMPORTANT NOTICE**

#### **Changes affecting users of the number 33 bus route**

From 1st June 2011 the route of the number 33 bus will change. Passengers wishing to travel into the town centre will have to change at Manor Green for the number 37 bus.

We would also like to advise passengers on all routes that from 1st June 2011 students and senior citizens will no longer be able to buy tickets at reduced prices.

PLEASE NOTE: the shelter and seating at this bus stop will be removed if there are further episodes of vandalism.

To make your views known, write to :

Mr Arnold Hatcher  
Director Local Bus Services  
Sagar Bus Company  
Greenhampton  
GR01 5PG

#### Writing Task

Write a letter to Arnold Hatcher giving your views about these changes to the bus service.

In your letter, you could include:

- what you think of these changes
- the effect of these changes on you and other passengers
- any other comments you have about the service.

*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)**



**BLANK PAGE**



## Task 2

### Information

You have recently started cycling to your school/college/workplace and use the cycle shelter to store your bike during the day.



You have discovered various problems with the cycle shelter, which include:

- limited space
- lack of security
- distance from the main building

### Writing Task

Write an email to the site-manager complaining about the problems and explaining what you want done about them.

(10)

**Begin your answer on the next page.**



New Message



From:

you@your.email.com

To:

sitemanager@mailbox.com

Subject:

Cycle shelter

Area with horizontal dotted lines for writing the message content.



Handwriting practice area with 25 horizontal dotted lines. A toolbar at the bottom includes icons for list, copy, paste, undo, redo, and navigation arrows. A status bar at the bottom contains 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**

