

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

14–18 November 2011

Time: 45 minutes

Paper Reference

E103/01

You may use a dictionary.

Total Marks

My signature confirms that I will not discuss the content of the test with anyone until the end of the 5 day test window.

Signature: _____

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.
- Sign the declaration.
- Answer **both** tasks.
- Answer the tasks in the spaces provided
– *there may be more space than you need.*

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

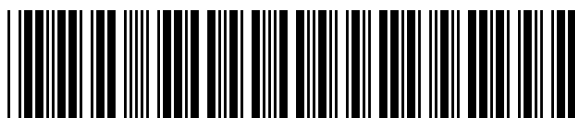
- Read each task carefully before you start to answer it.
- Keep an eye on the time.
- Try to complete both tasks.
- Check your answers if you have time at the end.

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

Visitors from another part of the country are coming to your area.



Writing Task

Write an article for your school/college/workplace newsletter outlining what kinds of things your visitors can do in your area.

In your article you may want to include:

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

(15)

Begin your article on the next page.



Handwriting practice area with 20 sets of horizontal dotted lines.



Handwriting practice area with 25 horizontal dotted lines.

(Total for Task 1 = 15 marks)



BLANK PAGE



Task 2

Information

You booked a train ticket to go to a show. When you arrived at the station you saw the following notice:

Customer Information

We are sorry to inform you that your train has been cancelled.
To rebook call this number: 0207 333 234

You called the number and were told you will have to pay a £20 rebooking fee. You are not happy that you have to pay extra money for your ticket.

Writing Task

Write an email to Katherine Albert, the manager of the train company, to complain.

In your email you should include:

- why you are writing
- the problems that the cancellation caused you
- what you want the manager of the train company to do about it.

(10)

Begin your answer on the next page.



New Message



From: you@your.email.co.uk
To: katherinealbert@train.company.co.uk
Subject: Complaint

Large text area with horizontal dotted lines for writing the message content.



Blank writing area with horizontal lines and a bottom toolbar containing icons for editing and navigation.

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

