

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**

10 – 14 October 2011

**Time: 45 minutes**

Paper Reference

**E203/01**

**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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5/3/3/4/e2



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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 see the following notice in your local newspaper:

#### **HAVE YOUR SAY**

The local council is appealing to members of the public to suggest ways in which a large area of land near the High Street could be redeveloped to benefit the community. The council has received a few suggestions, including: a new shopping complex; a leisure centre complete with ten-pin bowling and cinema; a community centre or new housing.

Members of the public are encouraged to write to Councillor Peter Sagar at Dinton Council, County Hall, Dinton D15 ST3, before the end of the month to express their views.

#### Writing Task

Write a letter to Councillor Peter Sagar at Dinton Council, expressing your views on how the land should be used.

In your letter you should:

- say what you think should be built on the land
- explain why you think your suggestion is the best option
- say how your suggestion would benefit the community.

(15)

*Remember to set out your letter correctly.*

**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 stayed at the hotel advertised below but you were not happy.

### The Pemberton Park Hotel



The Pemberton Park Hotel, Estrick, is a stylish hotel in a great location. You are within easy walking distance to shops and all the major tourist attractions.

The Pemberton Park Hotel is the perfect place to relax and unwind, with spacious and comfortable rooms. Enjoy wi-fi internet access, a flat screen LCD TV, radio, telephone, and tea and coffee making facilities all in the comfort of your own hotel room.

What's more, book 2 nights' bed and breakfast at the Pemberton Park Hotel, and enjoy a free dinner on the first night of your stay!

For more information email Andrew, the Hotel Manager, at:

[andrew@pembertonparkhotel.com](mailto:andrew@pembertonparkhotel.com)

### Writing Task

Write an email to Andrew explaining why you feel the hotel was not as described in the advert.

In your email you should:

- give your reason for writing
- explain why you were not happy with the hotel
- state what you would like the Hotel Manager to do about it.

(10)

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





From:

you@your.email.co.uk



To:

andrew@pembertonparkhotel.com

Subject:

Complaint

A large rectangular area with horizontal dotted lines, intended for writing the body of the email. A vertical scrollbar is visible on the right side of this area.



Blank writing area with horizontal lines and a bottom toolbar containing icons for list, copy, paste, undo, redo, and a scroll bar. The toolbar also includes labels: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and English (U.K).

**(Total for Task 2 = 10 marks)**

**TOTAL FOR PAPER = 25 MARKS**

