

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 May 2012

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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PEARSON

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 visit your elderly relative at Estrick Residential Home. You are shocked at the dangerous condition of the pavement that leads to the residential home. Nearby are a primary school and a doctor's surgery.

You are concerned and feel that something needs to be done about it. You decide to write a letter to Estrick Council and enclose a picture of the pavement.



Writing Task

Write a letter to Ian Sagar, Environmental Officer, Estrick Council, High Street, Estrick EC5 5LR to complain about the dangerous condition of the pavement.

In your letter:

- explain the problem
- explain why you are concerned about this situation
- say what you want Estrick Council to do about it.

Remember to set your letter out correctly.

Begin your answer on the next page.

(15)



Handwriting practice area with 25 horizontal dotted lines.



(Total for Task 1 = 15 marks)



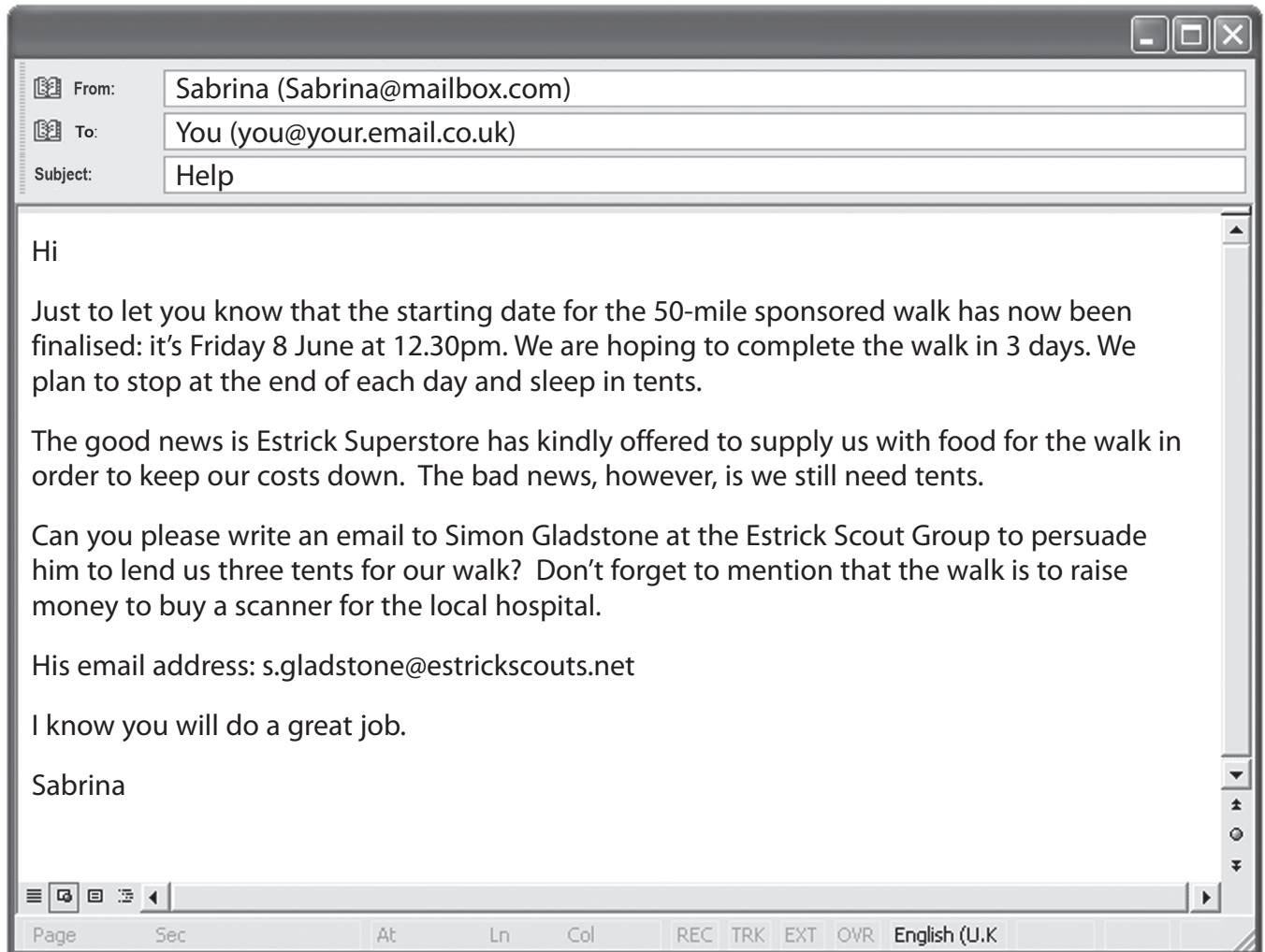
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Task 2

Information

You are a member of a group about to go on a sponsored walk to raise money for charity. You receive the email below from the group's leader.



Writing Task

Write an email to Simon Gladstone, Scoutmaster of Estrick Scout Group.

In your email you should:

- give details of the walk
- persuade him to lend you the tents.

(10)

Begin your email on the next page.



New Message



From: you@your.email.co.uk
To: s.gladstone@estrickscoouts.net
Subject: Tents for charity walk

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



Blank writing area with horizontal dotted lines and a bottom toolbar containing icons for list, copy, paste, undo, redo, and navigation. 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

