

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

06–10 February 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

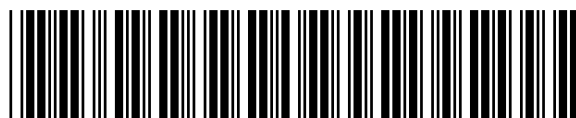
- Read each task carefully before you start to answer it.
- Keep an eye on the time.
- Try to complete both tasks.
- Check your answers if you have time at the end.

Turn over ►

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5/2/3/3/2



PEARSON

There are **two** tasks that assess your writing skills.

Remember that spelling, punctuation and grammar will be assessed in **both** tasks.

Task 1

Information

You receive this notice.

Important Notice about Changes to Waste Collection

From 20th March 2012, the following changes will be made to the waste collection system in your area:

- all household rubbish will be collected once every three weeks, **not** every two weeks
- glass and cans must be put into separate recycling bins
- all other waste for recycling, such as paper and plastic, will **no longer be collected**: it will have to be taken to the nearest recycling point.

Anyone putting waste in the incorrect bin will be fined.

First offence: £25.00

Further offences: £50.00

After the third offence, collections from your property will be stopped.

These changes are being made to reduce the cost of waste collection in this area and meet national targets for recycling.

To give your views, write to Hana Keplova, Head of Recycling Services, County Hall, High Street, Estrick ES13 7XC.

Writing Task

Write a letter to Hana Keplova, Head of Recycling Services, to give your views about the plans.

In your letter you should:

- explain why you are writing
- give your views about the plans
- give reasons for your views.

Remember to set out your letter correctly.

(15)

Begin your letter on the next page.



Handwriting practice area with 25 horizontal dotted lines.



(Total for Task 1 = 15 marks)



BLANK PAGE



Task 2

Information

Days_out_are_us.co.uk is a website that gives people ideas for a good day out in the UK.

The website is looking for more ideas on good days out in the UK.



Writing Task

Write about a good day out you had in the UK for the website.

You may want to include:

- details of the place you visited such as the cost, location, what is available
- why you liked it
- why other people might enjoy it.

(10)

Begin your answer on the next page.



Days_out_are_us.co.uk ideas:

A series of horizontal dotted lines for writing ideas.



(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

