

Write your name here

Surname	Other names
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**Edexcel
Functional Skills**

Centre Number

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Candidate Number

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English
Level 1
Component 3: Writing

07–11 January 2013
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 ►

P42387A



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 live in the old part of Estrick on a narrow street. Cars parked on the street are a real problem. Estrick Council is considering introducing restrictions to parking. The Council plans that, between 9 am and 5 pm, no parking will be allowed on the street.



Emergency services and delivery vans cannot get through because of cars parked all the way up the street.

Writing Task

Write a letter to Eileen Sagar, Head of Road Safety Department, Estrick Council, Main Street, Estrick ES1 3SW, giving your views about the Council's plan to restrict the parking on your street.

In your letter you should:

- explain why you are writing
- give your opinion on the parking situation on your street
- give your views on the Council's plan to restrict parking.

You may add any other suggestions to solve the parking problem.

Remember to set out your letter correctly.

Begin your answer on the next page.

(15)

A large rectangular area with a thin black border, containing 25 horizontal dotted lines for writing.

(Total for Task 1 = 15 marks)

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Task 2

Information

Estrick is proud of its local sports teams and many people come to support them each week. The teams are based at Estrick Sports Club. However, the facilities that the sports teams use are in need of repair. The roof of the changing rooms is leaking, the showers seldom work and the flooring needs to be replaced.



Writing Task

As a member of the club, you decide action is needed. You send an email to Ria Keplova, Head of Sports Department at Estrick Council, asking her for a grant to refurbish the changing rooms.

In your email you should:

- give the reason for writing the email
- explain why Estrick Sports Club should get a grant
- explain the importance of Estrick Sports Club to the community.

You may include any other useful information to persuade the Sports Department at Estrick Council to give your club a grant.

(10)

Begin your answer on the next page.

New Message

From: you@your.email.co.uk
To: ria.kepova@estrickcc.gov.uk
Subject: Estrick Sports Club Facilities

A large text area for composing the message, featuring horizontal dotted lines for writing.

Handwriting practice area with 25 horizontal dotted lines. A toolbar at the bottom includes icons for undo, redo, and navigation, along with a status bar showing 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS