

Write your name here

Surname	Other names
---------	-------------

**Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

--	--	--	--

English
Level 2
Component 3: Writing

07–11 January 2013 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 ►



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 read this letter in your local newspaper.

Dear Editor ...

Estrick News 5th December 2012

Letter of the week

Most school/college summer holidays last for at least six weeks and I strongly believe that is far too long a break. Surely this interrupts learning? Not only that, pupils get bored and parents have to organise childcare. Wouldn't two weeks be long enough?

Bill Sagar
Estrick



Writing Task

Write a letter to: The Editor, Estrick News, High Street, Estrick ES1 2TN responding to the letter of the week.

In your letter you should:

- explain why you are writing
- state whether you agree or disagree with the views in the letter
- give detailed reasons for your own views.

Remember to set out your letter correctly.

Begin your answer on the next page.

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

(Total for Task 1 = 15 marks)

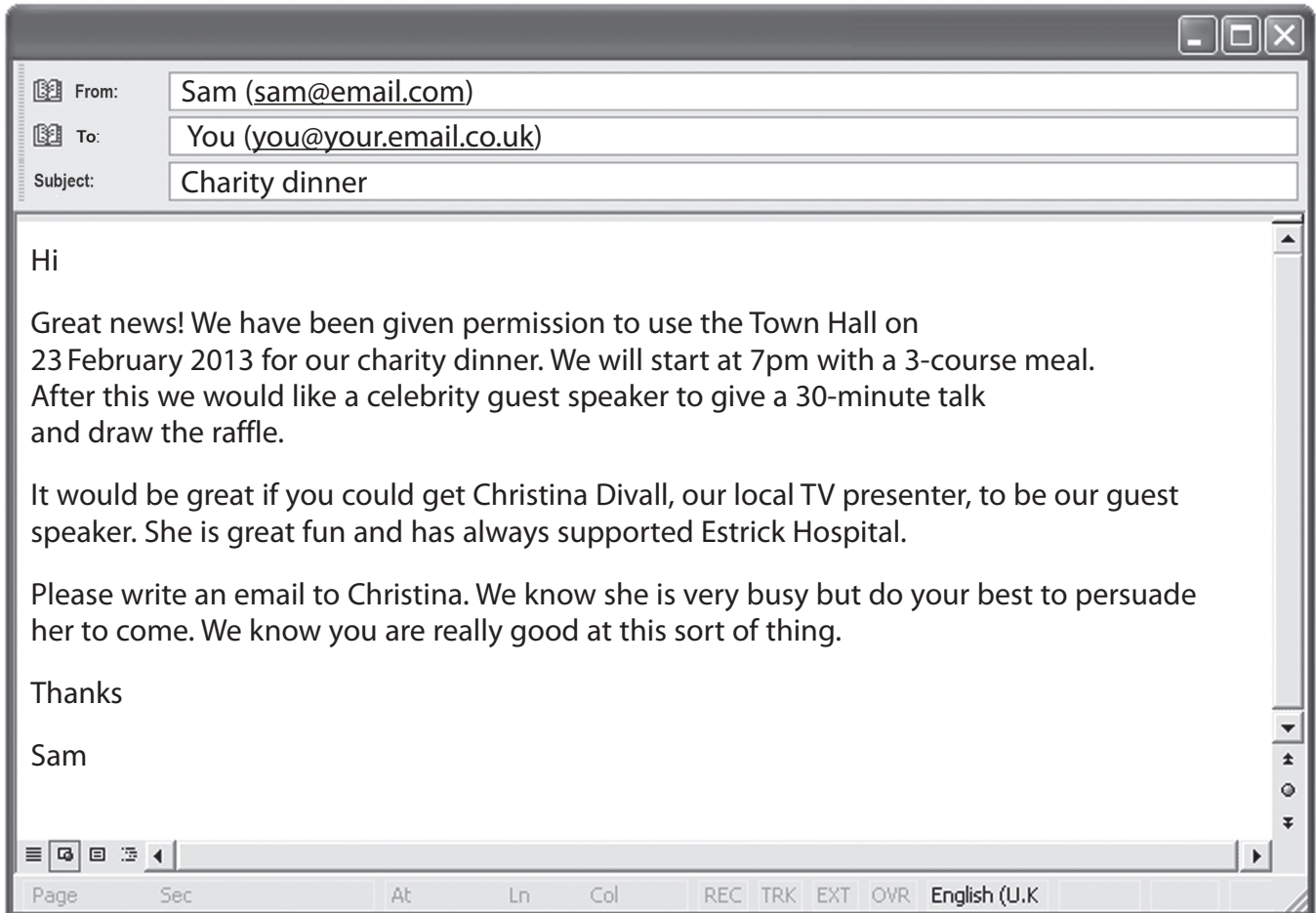
BLANK PAGE

Task 2

Information

You are part of a team organising a charity dinner to raise money for a new maternity unit for Estrick Hospital.

You receive the following email from another member of the team.



Writing Task

Write an email to Christina Divall, persuading her to be the guest speaker at the charity dinner.

(10)

Begin your answer on the next page.

New Message

From: you@your.email.co.uk
To: Christina.divall@email.co.uk
Subject: Charity dinner

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

Handwriting practice area with 20 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