

Write your name here

Surname

Other names

**Pearson Edexcel  
Functional Skills**

Centre Number

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Candidate Number

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**English**

**Level 2**

**Component 3: Writing**

9 – 13 November 2015

**Time: 60 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.
- Use the spaces provided to complete your tasks  
– *there may be more space than you need.*

### Information

- The total mark for this paper is 30.
- 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**

## Task 1

### Information

You read the following advert on a community centre noticeboard.

## Do you want to make a difference in our community?

We need help in the following areas:

- neighbourhood help scheme – shopping, visiting and dog-walking
- coffee mornings at the community centre
- creative writing club at the library
- children’s book club
- cooking on a budget course
- maintaining the community centre and grounds – cleaning, painting and gardening.

Previous experience is helpful but not essential.  
Ideal candidates must have enthusiasm, spare time  
and a willingness to help others.

If you are interested write an email to  
tammy@communitycentre.web.

### Writing Task

Write an email to Tammy offering to help in one or more areas.

In your email you should:

- identify any areas that interest you and explain why
- describe what qualities you have that make you suitable to help the community centre.

You may include any other information.

Remember to write in sentences and use Standard English.

(15)

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

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From: you@youremail.web

To: tammy@communitycentre.web

Subject: Volunteering

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Handwriting practice area with 20 horizontal dotted lines. A toolbar at the bottom includes icons for list, copy, paste, undo, redo, and zoom, along with a status bar showing 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

**(Total for Task 1 = 15 marks)**



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## Task 2

### Information

Lately there has been a problem with people fly-tipping (dumping waste illegally) in your area. You decide to write an article for your school/college/workplace newsletter.



You make the following notes:

- most commonly fly-tipped is household waste
- spoils local neighbourhoods and quality of life
- fly-tipping is a hazard and a health risk
- costs local councils millions of pounds a year to clear up
- fly-tipping is illegal
- fly-tipping is an increasing problem in your area.

### Writing Task

Write an article for your school/college/workplace newsletter.

In your article you should:

- describe the issue of fly-tipping in your area
- explain why this is a problem
- state what you think should be done about it.

You may include any other ideas.

Remember to write in sentences and use Standard English.

(15)

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

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(Total for Task 2 = 15 marks)

**TOTAL FOR PAPER = 30 MARKS**

