

Write your name here

Surname					Other names			
Pearson Edexcel		Centre Number			Candidate Number			
Functional Skills		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
English								
Level 2								
Component 3: Writing								
6 – 10 February 2017						Paper Reference		
Time: 60 minutes						E203/01		
You may use a dictionary.							Total Marks	
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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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Task 1

Information

You see the following notice in the local paper.

Kindon Career Fund

The Kindon Career Fund was established in 1945. Each year since then, it has given money to Kindon residents to improve their job prospects or to develop their careers. This year up to £1,000 will be awarded to the successful applicants.

Previous award winners have used the money to buy books or equipment, pay for a visit to a university or workplace or to contribute towards the cost of a course.

**Send your letter of application to Mrs J Nowak, Kindon Career Fund,
10 Richmond Terrace, Kindon KD4 6YD.**

Writing Task

Write a letter to Mrs J Nowak applying for money from the Kindon Career Fund.

In your letter, you should:

- say why you deserve money from the Kindon Career Fund
- describe how you would spend the money
- explain how this would benefit your career.

Use sentences and write in Standard English.

Remember to set out your letter correctly.

Begin your letter on the next page.

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(Total for Task 1 = 15 marks)



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Task 2

Information

You read the following on your school/college/workplace noticeboard.

Fine Food Canteen Services

Voted Britain's Best Food and Drink Company 2016

We are proud to provide your catering services.

We promise to offer:

- Excellent selection of food
- Great value for money
- First-class customer service
- Opening hours from 7 am to 9 pm

Email: ffcs@finefood.web



Writing Task

You feel that Fine Food Canteen Services has not lived up to its promises. You decide to email Fine Food Canteen Services to complain.

Write an email to ffcs@finefood.web

In your email, you should:

- explain in detail why you are unhappy with Fine Food Canteen Services
- say what you would like to happen now.

Use sentences and write in Standard English.

Begin your email on the next page.

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To: ffcs@finefood.web
From: you@yourmail.web
Subject: Complaints

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(Total for Task 2 = 15 marks)

TOTAL FOR PAPER = 30 MARKS

