

Write your name here

Surname	Other names
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**Pearson Edexcel
Functional Skills**

Centre Number	Candidate Number
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English
Level 1
Component 3: Writing

12 – 16 June 2017 Time: 45 minutes	Paper Reference E103/01
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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.
- 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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Pearson

Task 1

Information

Your new neighbours are causing you a lot of upset. They argue all the time and their children are very noisy. The neighbours also play loud music, even during the night.

They leave bin bags full of rubbish lying around outside. Their children play football against your wall.

You have tried to talk to them but they have ignored you and been very rude.

Writing Task

Write a letter to your local council about the problem. Address your letter to Paula Whilshaw, Council Advice Manager, Council Offices, Moore View Road, Sourstone SU1 0JQ.

In your letter, you should:

- explain the problems you are having
- describe how the situation is making you feel
- ask for the council's advice.

Use sentences and write in Standard English.

Remember to set your letter out 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 in your local newsletter.

Person of the Year

We want your suggestions for the 'Person of the Year' award.

Pick someone you believe deserves this award.

It could be someone who has been a real friend to you or who always tries to help others. It could be someone who has volunteered in the community or raised a lot of money for a charity.

Remember, we need to be convinced that this person is very special.

The winner of the award will receive £200 for a chosen charity.

Writing Task

Write an email to Ellie Mackie, Editor of your local newsletter, at Mackie@personoftheyear.web.

In your email, you should:

- say who you think should be the 'Person of the Year'
- explain in detail why you have suggested this person for the award.

Use sentences and write in Standard English.

Begin your email on the next page.

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 To:	Mackie@personoftheyear.web
 From:	you@yourmail.web
Subject:	Person of the Year

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(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

