

Write your name here

Surname	Other names
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**Pearson Edexcel  
Functional Skills**

Centre Number	Candidate Number
<input type="text"/>	<input type="text"/>

**English**  
**Level 1**  
**Component 3: Writing**

6 – 10 November 2017 <b>Time: 45 minutes</b>	Paper Reference <b>E103/01</b>
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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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## Task 1

### Information

You read the following notice.

### **Time to thank someone special**

Sometimes we take people for granted and do not thank them for helping us.

Now is the time to put that right.

Please write a letter to Dintone News about a person you wish to thank.

Describe how this person has helped you and thank them for what they have done.

Tell us how much you appreciate this special person and explain how they have made your life better.

### Writing Task

Write a letter to the newspaper about the person you wish to thank. Address your letter to Edina Williams, Editor, Dintone News, High Street, Dintone DI4 7NT.

In your letter, you should:

- say why you are writing
- describe how the person has helped you
- give detailed reasons why you want to say thank you.

Use sentences and write in Standard English.

*Remember to set your letter out correctly.*

(15)

**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 advert on your local community website.

### **Volunteers needed urgently**

Do you have any skills that could be useful to help people in our local area?

Our community centre needs people to work in the information office, help with events and serve refreshments. We also need people willing to help someone recently out of hospital with housework, gardening or shopping.

Whatever skills you have, we are sure you can help in some way, big or small.

Please apply by email to Javinder Singh, Head of Community Services, at [admin@familyhelpers.net](mailto:admin@familyhelpers.net)

### Writing Task

Write an email to Javinder Singh, Head of Community Services.

In your email, you should:

- say why you would like to volunteer
- explain what skills you have
- describe how you could make a difference to the local community.

Use sentences and write in Standard English.

(10)

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

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To:

admin@familyhelpers.net



From:

you@yourmail.web

Subject:

Volunteering

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**(Total for Task 2 = 10 marks)**

**TOTAL FOR PAPER = 25 MARKS**

