

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 1

Component 3: Writing

14 – 18 March 2016

Time: 45 minutes

Paper Reference

E103/01

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 ►

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PEARSON

Task 1

Information

You read the following advertisement.

East Leys Minibus

Award-winning service
Minibuses for all occasions



Best rates in town
Friendly drivers
Top-of-the-range vehicles
Full disabled access

For further details, contact:
Post: Maya Sutton, East Leys Minibus, 27 Oldcastle Street, East Leys, EL1 3YT
Email: eastleysminibus@mailbox.web
Phone: 07928 22344

You and a group of relatives attended a family celebration 50 miles away. You booked a minibus from East Leys Minibus to drive you there and back.

The minibus arrived late and the driver was rude. There were many other problems and you were unhappy with the service provided.

Writing Task

Write a letter to Maya Sutton, East Leys Minibus, 27 Oldcastle Street, East Leys, EL1 3YT complaining about the poor service you received.

In your letter, you should:

- explain why you are writing
- describe the problems you experienced
- say what you want the minibus company to do now.

Use sentences and write in Standard English.

Remember to set your letter out correctly.

Begin your letter on the next page.

(15)

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(Total for Task 1 = 15 marks)



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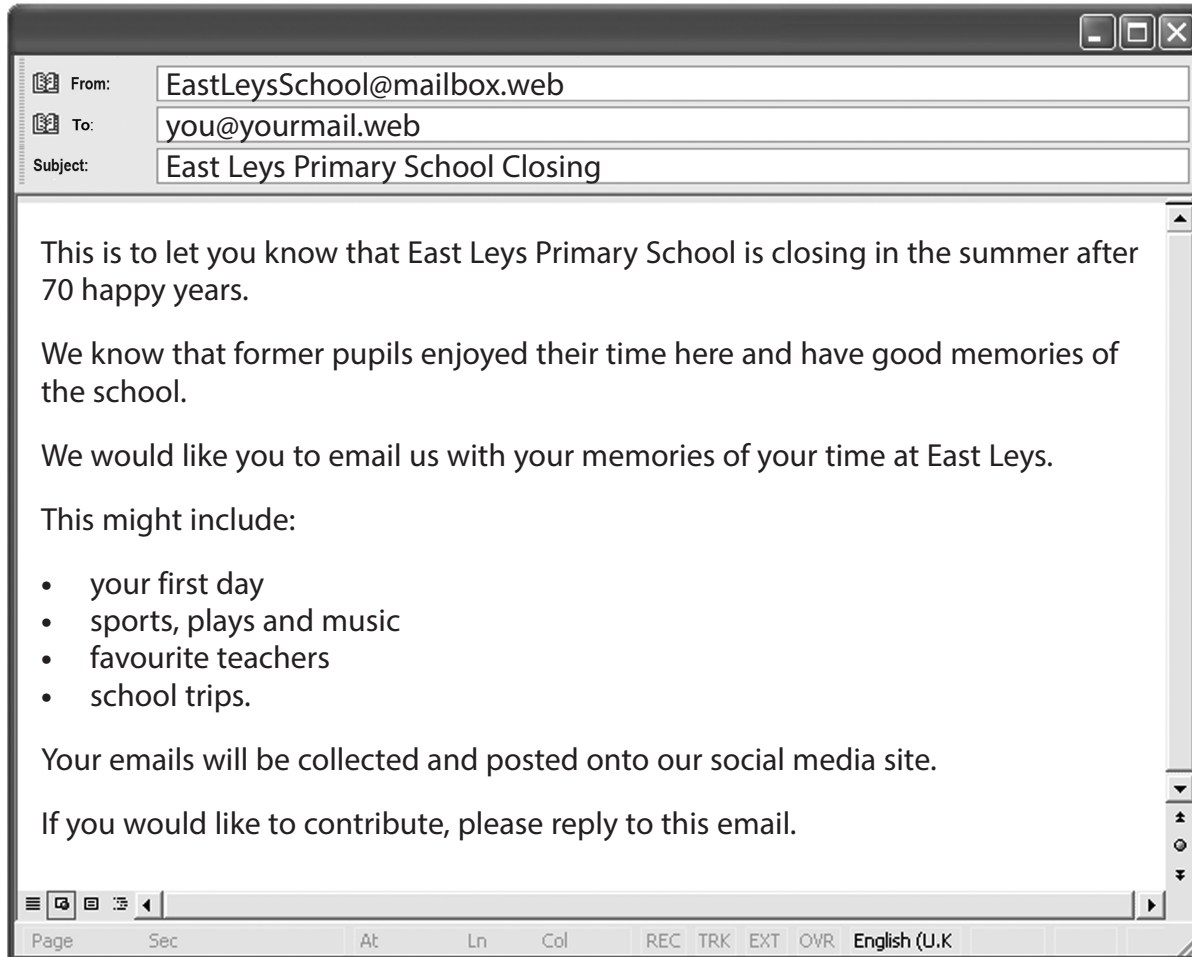


P 4 9 9 1 9 A 0 5 0 8

Task 2

Information

You receive the following email from East Leys Primary School, which you used to attend.



Writing Task

Write an email about your memories of East Leys Primary School.

In your email, you should:

- explain why you enjoyed your time at the school
- describe some of your experiences of the school
- write about some of the memories you have of the school.

Use sentences and write in Standard English.

Begin your answer on the next page.

(10)

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From: you@yourmail.web

To: EastLeysSchool@mailbox.web

Subject: My School Memories

A large rectangular area with horizontal dotted lines for writing, typical of a primary school composition book. The lines are evenly spaced and extend across the width of the page.



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Handwriting practice area with 25 horizontal dotted lines. A toolbar at the bottom includes icons for undo, redo, and navigation, and a status bar with labels: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

