

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

12 – 16 October 2015

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 in the Kindon Daily News.

Vacancies

Spend Wisely

Spend Wisely is one of the biggest discount supermarket chains in the UK. We are proud to announce that we will shortly be opening a new store in Kindon.



We need full-time and part-time staff in the following areas:

- supervisors
- catering
- customer service
- checkout operatives
- shelf-stackers
- online collection staff
- security.

To apply, write a letter of application for a position at Spend Wisely.

Writing Task

Write a letter of application to Gary Stonier, Spend Wisely, 2 High Street, Kindon, KN1 5BW.

In your letter you should:

- state which area interests you
- explain why you think you are suitable for the position
- describe relevant skills, abilities and any experience you may have.

Remember to set your letter out correctly.

Use sentences and write in Standard English.

(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 in the Kindon Daily News.

Letter of the Week

New Road Surface

Kindon is a very old market town, dating back to the 12th century. It is this long history that attracts many thousands of tourists each year.

The old buildings, the open markets and cobbled streets make the visitors feel like they are stepping back in time.

So why has Kindon Council decided to resurface Market Street with tarmac at a cost of £150,000?

Market Street is the oldest street in Kindon. The cobbles may be a bit uneven, but they are in good condition and they have been there for over 200 years. I think that Kindon Council is making a big mistake.



Writing Task

Write an email to Simon Whatley, Editor of Kindon Daily News, responding to the Letter of the Week.

In your email, you should give your detailed views on the plan to resurface Market Street.

Use sentences and write in Standard English.

(10)

Begin your email on the next page.

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New Message



From: you@youremail.co.uk

To: simonwhatley@kindondailynews.web

Subject: Market Street

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The writing area contains 25 horizontal dotted lines. At the bottom, there is a simulated software interface with a toolbar on the left containing icons for list, copy, paste, and undo, and a scroll bar on the right. The status bar at the bottom of the interface displays the following text: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

