

Write your name below

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

11 – 15 June 2018

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.
- Use the spaces provided to complete your tasks
– *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 this notice in your college/workplace/school.

Shhhhh... All Day Sponsored Silence

We are looking for volunteers to 'keep quiet' and raise money for charity.

Could you 'keep quiet' all day? We need as many of you as possible to join in to make this event a success.

Sign up and collect your sponsorship forms from Reception.

Writing Task

You decide to write an article for your college/workplace/school newsletter encouraging others to join you in the All Day Sponsored Silence.

In your article, you should:

- give details of the event and how to take part
- explain which charities you want to help and why
- encourage others to join you.

Use sentences and write in Standard English.

(15 marks)

Begin your article on the next page.

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Lined writing area for Task 1.

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(Total for Task 1 = 15 marks)



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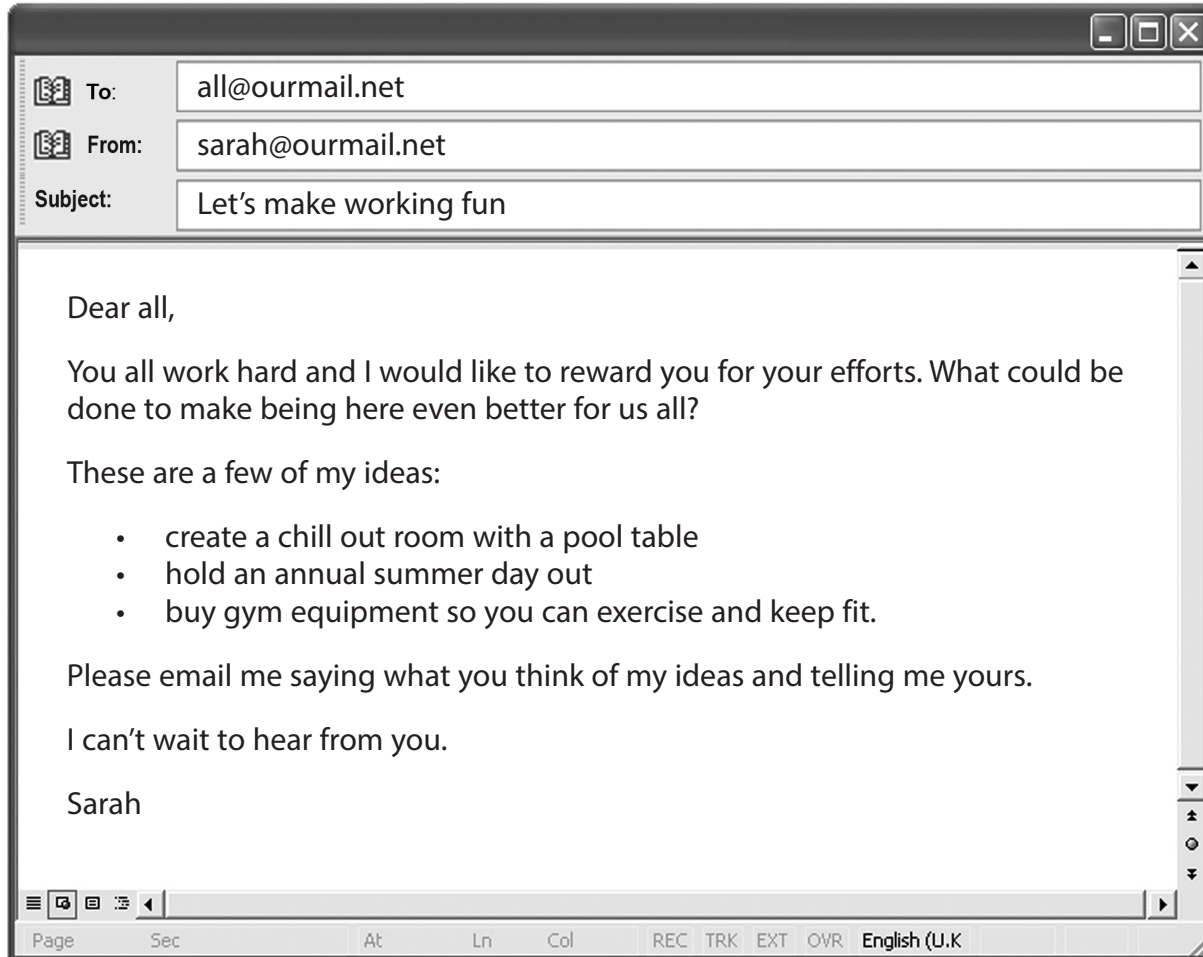
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Task 2

Information

You receive this email at your college/workplace/school.



Writing Task

Write an email to Sarah saying what you think could be done to make your college/workplace/school more fun.

In your email, you should:

- say what you think of Sarah's ideas
- explain your own ideas.

Use sentences and write in Standard English.

(10 marks)

Begin your email on the next page.

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

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 To: sarah@ourmail.net
 From: you@ourmail.net
 Subject: Let's make working fun

Lined writing area for the email body.



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(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

