

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

19 – 23 March 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.
- 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 receive this letter.



Happy Hounds
8 Cardigan Street
Lowerton
LW4 8QP

20th February 2018

Dear Sir / Madam,

Your friend has applied to be a volunteer at Happy Hounds and has given your name so that you can provide a written reference telling us about your friend.

We are a charity that gives a home to abandoned and neglected dogs. It's very important we have kind, patient and caring volunteers to feed, walk and look after our dogs.

Please write a reference to tell us why your friend would make a good volunteer, describing your friend's experience, skills and qualities. This will help us to decide if your friend is the right person to work with our dogs.

Yours faithfully,

Zarnish Malik
Manager

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Writing Task

Write a letter supporting your friend's application to be a volunteer.

In your letter, you should:

- identify a friend who would be a good volunteer
- explain what experience your friend has with animals
- describe your friend's skills and qualities.

Use sentences and write in Standard English.

Remember to set out your letter correctly.

(15 marks)

Begin your letter on the next page.

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(Total for Task 1 = 15 marks)



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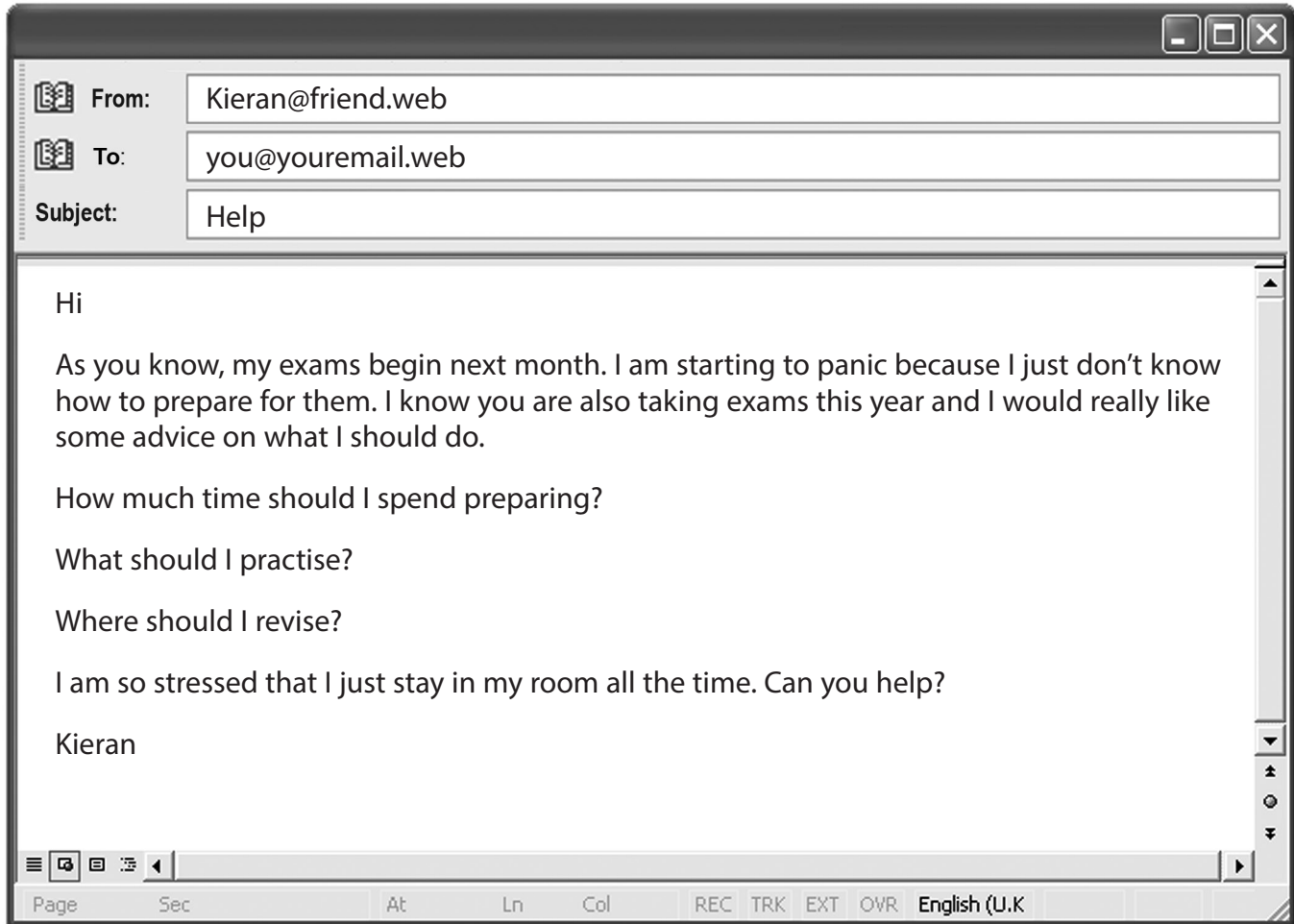
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Task 2

Information

You receive an email from a friend.



Writing Task

Write an email to Kieran giving advice on preparing for exams.

In your email, you should:

- tell Kieran how to reduce stress when preparing for exams
- give Kieran some other ideas on how to prepare for exams.

Use sentences and write in Standard English.

(10 marks)

Begin your email on the next page.

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| | |
|----------|-------------------|
| To: | Kieran@friend.web |
| From: | you@youremail.web |
| Subject: | Exams |

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(Total for Task 2 = 10 marks)

TOTAL FOR PAPER = 25 MARKS

