

Write your name here	
Surname	Other names
Edexcel	Centre Number
International GCSE	Candidate Number
English as a Second Language	
Paper 1: Reading and Writing	
Tuesday 4 June 2013 – Morning	Paper Reference
Time: 2 hours	4ES0/01
You must have: Insert for Part 1, Part 2 and Part 3 (enclosed)	Total Marks

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.
- Answer **all** questions.
- Answer the questions in the spaces provided
– *there may be more space than you need.*
- Dictionaries may **not** be used in this examination.

Information

- The total mark for this paper is 100.
- The marks for **each** question are shown in brackets
– *use this as a guide as to how much time to spend on each question.*

Advice

- Read each question carefully before you start to answer it.
- Keep an eye on the time.
- Try to answer every question.
- Check your answers if you have time at the end.

Turn over ►

P42236A

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PEARSON

READING

Part 1

Read the leaflet below on children's books and answer Questions 1–10.

Top 10 Children's Books

A *Knit It, Stitch It!*

Knit It, Stitch It! teaches basic sewing, embroidery and knitting using simple patterns. From bags and hats to making soft toys, this book is packed with inspiring projects. Great for beginners and competent crafters alike, creative kids will soon be producing home-made gifts for friends and family.

B *1000 Things for Kids to do in the Holidays*

This is a great resource for any parent, guardian or childcare professional. Packed with up-to-date information, this handy guide suggests activities and days out spanning the whole of the country from the north to the south of the UK and everywhere in between. Split into easily navigable sections.

C *One Stitch At A Time*

This is a complete all-in-one kit aimed at helping children to learn sewing skills. It comes complete with the felt fabric, stuffing and accessories for creating a cute cat figure. This step-by-step guide allows children to gain confidence slowly in using a sewing needle.

D *The Littlest Bear*

This is the story of a surprising friendship between a lonely little polar bear and a lost wolf cub. A gentle tale that can be read aloud and enjoyed, this delightfully constructed story will help to teach young children about the value of making friends.

E *Monstersaurus*

Young children will love this book. It tells the story of Monty and his love of inventing things – things that don't always work. *Monstersaurus* is an extremely funny picture book with bold, bright pictures and fun text that is perfect for reading aloud.

F *My Secret Diary*

My Secret Diary is a fantastic account of teenage life. Describing problems with family, school life and friends, these memoirs are extracts from real secret teenage diaries. This will be a fascinating read for anyone who's interested in life in the UK in the 1950s.

G *Buster's Birthday*

Buster's Birthday includes a real present to open, making this book one big celebration. With colourful, friendly illustrations and a simple, welcoming text, this read-along tale allows little ones to discover the fun presents that Buster has received and to join in with his birthday fun.



H *New Diary Of A Wimpy Kid Collection*

A fantastic series for encouraging reluctant readers. This set of cartoon diaries is the story of school kid Greg Heffley, who records the events of his day in a journal, complete with superb, child-like illustrations.

I *I Can Write Collection*

Each title in the collection contains 30 essential first words – perfect for helping writers to develop early language skills. The wipe-clean pages allow children to trace each word by following the dotted lines, then to write it freehand again and again until they are word-perfect.

J *Happy Days Collection*

Including 18 timeless adventures, this is a great source of bedtime reading for little ones. Ideal for sharing aloud or for encouraging young children to begin reading independently, these tales are filled with likeable characters and plenty of adventure.

(Source: adapted from www.thebookpeople.co.uk)



P 4 2 2 3 6 A 0 3 2 4

Questions 1–10

Identify which paragraphs (A–J) contain the information listed in Questions 1–10 by marking a cross for the correct answer ☒. If you change your mind, put a line through the box ☒ and then indicate your new answer with a cross ☒.

You must choose answers only from the information given in the leaflet. Paragraphs may be used more than once or not used at all.

This book...

1 is about an unexpected relationship.

(1)

A	B	C	D	E	F	G	H	I	J
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 includes a gift for readers to discover.

(1)

A	B	C	D	E	F	G	H	I	J
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 is for children learning to read by themselves.

(1)

A	B	C	D	E	F	G	H	I	J
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 contains suggestions for places to visit.

(1)

A	B	C	D	E	F	G	H	I	J
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 is based on true events.

(1)

A	B	C	D	E	F	G	H	I	J
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 encourages repetition.

(1)

A	B	C	D	E	F	G	H	I	J
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



7 is useful for someone looking after children.

(1)

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A | B | C | D | E | F | G | H | I | J |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8 is designed to make you laugh.

(1)

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A | B | C | D | E | F | G | H | I | J |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9 is aimed at children who might not like reading.

(1)

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A | B | C | D | E | F | G | H | I | J |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10 includes the materials to make a toy.

(1)

- | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A | B | C | D | E | F | G | H | I | J |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(Total for Questions 1–10 = 10 marks)

(Total for Part 1 = 10 marks)



Part 2

Read the leaflet below on running in winter and answer Questions 11–30.

Keep on running: tips for withstanding winter

Many people make the classic error of overdressing when running in winter. Although it is unpleasant going out of the door feeling cold, it is inevitable that you will end up sweating and stripping off layers, which you then have to tie around your waist. Two tricks to help you resist the temptation to wear too much: warm your kit on the radiator before you put it on, and do some warm-up exercises in the house before you set off.

Layering kit is the best strategy for maintaining and regulating body temperature, but layers need to be breathable and wicking* so they trap heat, not sweat. However, don't overdo it as you'll warm up far more running than you will walking or cycling. With blood being pushed to the working muscles, your extremities are particularly vulnerable to the cold, making gloves and a hat winter essentials. Again, a pre-warming on the radiator works wonders. Winter cycling gloves are a good option if it's really chilly as they're designed to keep a non-moving body part warm. If it's only moderately cold, a top with long arms and thumbholes gives some warmth without committing you to coverage for the whole run.

The often-repeated advice about arranging to meet someone so you can't miss your run because then you'd be letting them down, still applies in bleak mid-winters. However, you don't want to be waiting for even a few minutes in freezing conditions, so arrange to call at their house, or organise an indoor meeting point. Also, if you don't already have one, set a spring goal to give you a reason to run through the winter.

If you are running in the dark, reflective clothing and lights will ensure you get seen by drivers, cyclists and pedestrians. Look for garments with reflectivity on the arms and legs as moving parts are easier to spot. Alternatively, buy cheap and cheerful reflective ankle or wrist bands. As far as lights are concerned, there's a difference between a light to help you be seen and one to help you see where you are going. A blinking light gives better 'perception distance' (the point at which a driver spots you) than a solid one, but isn't much use if you're trying to light your way. That's where a head torch comes in – you don't have to carry it and it lights the route ahead.

Apart from putting on full waterproofs, top and bottom, it's virtually impossible to stay completely dry on a run. However, you can certainly stay drier. A rain jacket is the essential purchase, but you'll need to weigh up the relative merits of how waterproof a jacket is and how breathable it is, as an increase in one tends to be accompanied by a decrease in the other. The best compromise would be to opt for a lightweight water-resistant jacket which keeps the rain off on all but the longest and wettest of runs.

There's nothing more misery-inducing than cold, wet feet and squelching socks. If you want your feet to stay dry, you have two options. Firstly, shoes with a hydrophobic or fully waterproof upper teamed with some warm, wicking* socks. Otherwise, wear your usual trainers with waterproof socks. If your shoes do get a soaking, unlace them as widely as possible, remove the insole and stuff with newspaper to dry them out (replacing the wet newspaper regularly). Don't dry shoes out directly on a heat source, though a warm, airy room is fine.



Bear in mind that surfaces are most likely to be icy in the early morning and evening and, if possible, run on grass which doesn't take on ice-rink-like properties with the first frost. In poor weather, consider running loops closer to home rather than tackling a long 'out and back' run, in case you need to give up. If it's seriously windy, run into the wind when you are fresher, at the start of a run, and have it at your back on the way home. If you're running in the dark, stick to routes that you know well so you are aware of any hazards and don't risk getting lost. Avoid wearing headphones so you can stay alert to your surroundings.

(Source: Copyright Guardian News & Media Ltd 2011)

* wicking = a type of material that pulls moisture away from the body to keep you dry and comfortable

Questions 11–15

Read the statements below. Decide whether they are TRUE, FALSE or NOT GIVEN according to the text.

Mark a cross for the correct answer. If you change your mind, put a line through the box and then indicate your new answer with a cross .

	True	False	Not Given	
11 Cycling produces more body heat than running.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(1)
12 The leaflet recommends that people do not run alone in winter.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(1)
13 Reflective vests are the best choice of reflective clothing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(1)
14 The ideal rain jacket is completely waterproof.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(1)
15 Running shoes should be replaced at least once a year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(1)

(Total for Questions 11–15 = 5 marks)



Questions 16–25

Complete the following sentences using no more than TWO words taken from one point in the text.

- 16 To reduce sweating avoid when you run in cold weather. (1)
- 17 Before getting dressed for a run your clothing. (1)
- 18 It is important to control your when running. (1)
- 19 Having a will motivate you to keep up with your running. (1)
- 20 If you wear a it is easier for motorists to see how far away you are. (1)
- 21 Use a to see where you are going and keep your hands free. (1)
- 22 To remove the water from wet shoes can be used. (1)
- 23 On frosty mornings is less dangerous to run on. (1)
- 24 It is advisable to run near when the weather is bad. (1)
- 25 Do not use when running as you will not be aware of what is happening around you. (1)

(Total for Questions 16–25 = 10 marks)



Questions 26–30

Complete this summary of the text using words from the box below. Each word may be used once or not used at all.

There are many things that you can do to maintain your running

(26) throughout the winter. Make sure you are

(27) before leaving the house.

The first thing you should do is (28)

appropriately for the weather by layering your kit. You should be

(29) if running in the early mornings and

evenings. You could also consider changing your route as necessary for

(30) reasons.

visible	routine	health	exercises	dress
relaxed	safety	run	prepared	tidy

(Total for Questions 26–30 = 5 marks)

(Total for Part 2 = 20 marks)



Part 3

Read the article below on improving your sleep and answer Questions 31–50.

How to improve your sleep

The purpose of sleep is to make us effective during daylight hours. Whether you consider yourself to be a good sleeper, or you struggle to get a good night's rest, it's important to realise the full potential of your nightly sleep as a lack of sleep leaves you grumpy and less able to function properly the next day. There are several ways of changing your habits to get a better night's sleep.

Many of us spend much of our day sitting motionless in front of a computer screen, but research has shown that people who are physically fit and active have a better quality of sleep. Exercising three times a week for just 20–30 minutes will have a noticeable impact on the quality of your sleep, as well as your overall fitness. You should prioritise exercise that gets your heart pumping, such as walking, swimming or cycling. However, be careful to avoid strenuous exercise in the evening and certainly just before bedtime. Exercise temporarily arouses the nervous system and therefore, taken late in the day, it can lead to problems in achieving and maintaining sleep. Exhausting yourself and then collapsing into bed is not a good strategy.

When you eat is important. Your main evening meal should not be within three hours of bedtime to give your digestive system a chance to work. Going to bed hungry is not a good idea as this can interrupt sleep. A light snack an hour or two before bed is fine. What you drink is also important: avoid caffeine for four hours before bed. Many people find that a hot, milky drink helps them get off to sleep.

Many of us have busy lives and often forget to take short breaks. We all need a challenge but feeling overwhelmed is a recipe for stress. By extension, this may well affect our sleep. This is why effective task management during the day can help limit any worries at night when you are trying to sleep. Make sure that what you are trying to do is realistic and achievable. Many people find writing task lists helpful. A list forces you to be specific and selective, and to make a practical plan of action. Then, when you find yourself lying in bed, thinking about problems, remind yourself that you have a plan of action in place already to be dealt with the following day.

Your bedroom should not be brightly lit, even before bedtime. The dark triggers the brain to prepare the body for sleep, so your bedroom should be very dark once you have switched off the light. A combination of summer nights or strong street lighting and thin curtains should be avoided. The simplest solution is to have thick curtains or blinds. Some people sleep well with a sleep mask on, but this is not for everyone. If you prefer to have a bit of light, try to keep it at a very low level: a small lamp in the hallway with the door very slightly ajar, or a plug-in night-light of minimal wattage.

A stuffy room is likely to cause an uncomfortable night's sleep, while fresh air will promote sleep. Try opening a window before going to bed; the circulation of good-quality air is helpful. See what you can do to adjust that blend of temperature and air flow so that it is right for you. Extreme temperatures at either end of the range can affect our sleep. A room that is too hot (usually more than 24°C) can cause restlessness. On the other hand, a room that is too cold (less than 12°C) can make it difficult to get to sleep and can cause more unpleasant and emotional dreams. The ideal bedroom temperature is 18°C.



Noise is a well-known enemy of sleep, though people get used to some noises after a while. The sound of a ticking clock or if you live in a house close to the railway line, the sound of the trains, can become quite familiar noises. It's worthwhile identifying any noises in your home environment that may be interfering with your sleep and doing what you can about them. Many noises, however, are out of our control. To deal with these you can try sleeping with earplugs in, although many people find them uncomfortable.

Our sleep can also be affected by the schedules and habits of other family members. Teenagers may come and go at unsocial hours and it is worth considering that we all differ in our natural daily cycles of sleep and wakefulness. Simple rules of conduct agreed by all can be remarkably effective in improving the sleeping environment.

(Source: Copyright Guardian News & Media Ltd 2011)



P 4 2 2 3 6 A 0 1 1 2 4

Questions 31–40

Answer the following questions. For each question write no more than **THREE** words taken from one point in the text.

31 What are you more likely to do if you get enough sleep?

(1)

32 What do fitness levels have an effect on?

(1)

33 What type of activity is not recommended late in the day?

(1)

34 How long should you leave between eating a large meal and going to sleep?

(1)

35 What action can help you organise any jobs that you have to do?

(1)

36 What does the brain respond to when preparing us for sleep?

(1)

37 What do some people put on to block out the light?

(1)

38 What action can improve the air quality in your bedroom?

(1)

39 What can you use to eliminate noise at night?

(1)

40 In the family home, what can help everybody sleep better?

(1)

(Total for Questions 31–40 = 10 marks)



Questions 41–45

Indicate your answer to the questions below by marking a cross for the correct answer ☒. If you change your mind, put a line through the box ☒ and then indicate your new answer with a cross ☒.

41 Research into sleep has shown that exercising...

(1)

- A** twice a week improves sleep.
- B** for short periods is beneficial.
- C** in the evening is recommended.

42 Your sleep will be disturbed if you...

(1)

- A** go to bed on an empty stomach.
- B** eat a small meal a couple of hours before bed.
- C** drink milk before bed.

43 To reduce stress in daily life...

(1)

- A** avoid new challenges.
- B** take long rest periods.
- C** focus on important jobs.

44 The best way of promoting sleep is to have...

(1)

- A** only natural light in the bedroom.
- B** as little light as possible.
- C** artificial light in the hallway.

45 If your bedroom is too cold, you will...

(1)

- A** wake up more often during the night.
- B** be more likely to have nightmares.
- C** wake up feeling tired and unrested.

(Total for Questions 41–45 = 5 marks)



Question 46

According to the text, which of the following statements are correct?

Indicate your answers to the question below by marking a cross for the correct answers . If you change your mind, put a line through the box and then indicate your new answer with a cross .

Choose FIVE answers.

- A Not getting enough sleep can affect your mood.
- B For a better sleep, muscle-building exercises work best.
- C If you lead an active life you tend to have sleep problems.
- D When you exercise your nervous system is stimulated.
- E A busy but manageable life does not adversely affect sleep.
- F You should dim bedroom lights only when you are ready to sleep.
- G A hot room is better for sleep than a cold room.
- H The best bedroom temperature for falling asleep is 18°C.
- I Some noises disturb sleep patterns only temporarily.
- J We all have similar patterns of sleep and wakefulness.

(Total for Question 46 = 5 marks)

(Total for Part 3 = 20 marks)

TOTAL FOR READING = 50 MARKS



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WRITING

Part 4

You and your friend are planning to go to the cinema to see a film. Write an email to your friend.

In your email you **must**:

- write what kind of film you would like to watch
- ask your friend for their opinion
- write where you would like to meet.

You **must** write **between 75 and 100 words only**.

Grid area for writing the email response.



(Total for Part 4 = 10 marks)



Part 5

You have been asked to write a report for the school magazine about the benefits of walking.

In your report you **must**:

- give **one** reason why some students no longer walk from home to school
- give **two** benefits of students walking from home to school
- give **one** way of encouraging students to walk from home to school.

You **must** write between **100 and 150 words only**.

Handwriting practice area with a grid background and horizontal dotted lines for writing.



Handwriting practice grid with dotted lines and a large empty space for writing.

(Total for Part 5 = 20 marks)



Part 6

You are doing a project on safety in the sun. Read the text below and write a summary.

Sun safety

We have all been told for a number of years that we should keep out of the sun, or at least should cover up and put on a high factor sunscreen. However, science is now telling us that sunshine is very good for us; that high levels of vitamin D, produced by skin exposed to sunshine, can protect us against a range of diseases and that covering up all the time can actually be bad for you.

We produce this important vitamin when the sun's ultraviolet rays, UV rays, hit the skin. Most vitamins and minerals come from food, but vitamin D is the only one we make ourselves. It is essential for healthy skin and bones. We make most vitamin D, in the northern hemisphere at least, between March and October and then store it in the body's fat cells to be released slowly in winter. Ninety per cent of what people need comes from sunlight, and while people can get vitamin D from cereals, egg yolk, and oily fish, food is not the most plentiful source.

The amount of sun exposure needed to generate a good level of vitamin D does not require us to burn or to get a tan. How much time we should spend in the sun depends on several factors.

- First of all, the amount of skin we expose. Experts believe that 10 minutes in the middle of the day, without any sunscreen, even if only hands and face are exposed, is enough. You will still be getting a significant amount of vitamin D. Once your body has absorbed sufficient vitamin D, it will not make any more, so you cannot build up a surplus.
- The second factor is skin type. Those with red hair and a fair skin will burn within 15 minutes of midday exposure in summer, but those with a darker skin could stay in the sun longer without burning.
- The third factor is the time of day, or, more accurately, the position of the sun in the sky. In order to maximise vitamin D while at the same time minimising the risk of sunburn, you need to be out in the middle of the day, which is completely opposite to what we have previously been told. Good advice, then, is to go out for a short walk at midday while the sun is shining.

Sunscreen can block up to 93% of UV rays if used properly, and therefore cuts down on the vitamin D we can absorb. Previously, we have been told to put on sunscreen half an hour before we go out, but now the thinking is that we need a short time in the sun without any at all.

Although we cannot be certain yet how much vitamin D we need to make in the summer, in order to stay at a healthy level in the winter, the current advice is to get some sunshine little and often.



Your summary will be read by your teacher.

In your summary you **must**:

- give **two** reasons why we need vitamin D
- state how vitamin D is produced
- indicate the best ways of producing vitamin D safely.

You **must** write between **100 and 150 words only**. You **must** use your own words where possible.

Handwriting practice grid consisting of a grid of small squares with a horizontal dotted line in the center of each row.



Large grid area for writing answers, consisting of a grid of small squares with horizontal and vertical lines.

(Total for Part 6 = 20 marks)

TOTAL FOR WRITING = 50 MARKS
TOTAL FOR PAPER = 100 MARKS



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English as a Second Language Paper 1: Reading and Writing

Tuesday 4 June 2013 – Morning
Insert for Part 1, Part 2 and Part 3

Paper Reference
4ES0/01

Do not return the insert with the question paper.

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PEARSON

READING

Part 1

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B *1000 Things for Kids to do in the Holidays*

This is a great resource for any parent, guardian or childcare professional. Packed with up-to-date information, this handy guide suggests activities and days out spanning the whole of the country from the north to the south of the UK and everywhere in between. Split into easily navigable sections.

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(Source: adapted from www.thebookpeople.co.uk)

Part 2

Keep on running: tips for withstanding winter

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Layering kit is the best strategy for maintaining and regulating body temperature, but layers need to be breathable and wicking* so they trap heat, not sweat. However, don't overdo it as you'll warm up far more running than you will walking or cycling. With blood being pushed to the working muscles, your extremities are particularly vulnerable to the cold, making gloves and a hat winter essentials. Again, a pre-warming on the radiator works wonders. Winter cycling gloves are a good option if it's really chilly as they're designed to keep a non-moving body part warm. If it's only moderately cold, a top with long arms and thumbholes gives some warmth without committing you to coverage for the whole run.

The often-repeated advice about arranging to meet someone so you can't miss your run because then you'd be letting them down, still applies in bleak mid-winters. However, you don't want to be waiting for even a few minutes in freezing conditions, so arrange to call at their house, or organise an indoor meeting point. Also, if you don't already have one, set a spring goal to give you a reason to run through the winter.

If you are running in the dark, reflective clothing and lights will ensure you get seen by drivers, cyclists and pedestrians. Look for garments with reflectivity on the arms and legs as moving parts are easier to spot. Alternatively, buy cheap and cheerful reflective ankle or wrist bands. As far as lights are concerned, there's a difference between a light to help you be seen and one to help you see where you are going. A blinking light gives better 'perception distance' (the point at which a driver spots you) than a solid one, but isn't much use if you're trying to light your way. That's where a head torch comes in – you don't have to carry it and it lights the route ahead.

Apart from putting on full waterproofs, top and bottom, it's virtually impossible to stay completely dry on a run. However, you can certainly stay drier. A rain jacket is the essential purchase, but you'll need to weigh up the relative merits of how waterproof a jacket is and how breathable it is, as an increase in one tends to be accompanied by a decrease in the other. The best compromise would be to opt for a lightweight water-resistant jacket which keeps the rain off on all but the longest and wettest of runs.

There's nothing more misery-inducing than cold, wet feet and squelching socks. If you want your feet to stay dry, you have two options. Firstly, shoes with a hydrophobic or fully waterproof upper teamed with some warm, wicking* socks. Otherwise, wear your usual trainers with waterproof socks. If your shoes do get a soaking, unlace them as widely as possible, remove the insole and stuff with newspaper to dry them out (replacing the wet newspaper regularly). Don't dry shoes out directly on a heat source, though a warm, airy room is fine.

Bear in mind that surfaces are most likely to be icy in the early morning and evening and, if possible, run on grass which doesn't take on ice-rink-like properties with the first frost. In poor weather, consider running loops closer to home rather than tackling a long 'out and back' run, in case you need to give up. If it's seriously windy, run into the wind when you are fresher, at the start of a run, and have it at your back on the way home. If you're running in the dark, stick to routes that you know well so you are aware of any hazards and don't risk getting lost. Avoid wearing headphones so you can stay alert to your surroundings.

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* wicking = a type of material that pulls moisture away from the body to keep you dry and comfortable

Part 3

How to improve your sleep

The purpose of sleep is to make us effective during daylight hours. Whether you consider yourself to be a good sleeper, or you struggle to get a good night's rest, it's important to realise the full potential of your nightly sleep as a lack of sleep leaves you grumpy and less able to function properly the next day. There are several ways of changing your habits to get a better night's sleep.

Many of us spend much of our day sitting motionless in front of a computer screen, but research has shown that people who are physically fit and active have a better quality of sleep. Exercising three times a week for just 20–30 minutes will have a noticeable impact on the quality of your sleep, as well as your overall fitness. You should prioritise exercise that gets your heart pumping, such as walking, swimming or cycling. However, be careful to avoid strenuous exercise in the evening and certainly just before bedtime. Exercise temporarily arouses the nervous system and therefore, taken late in the day, it can lead to problems in achieving and maintaining sleep. Exhausting yourself and then collapsing into bed is not a good strategy.

When you eat is important. Your main evening meal should not be within three hours of bedtime to give your digestive system a chance to work. Going to bed hungry is not a good idea as this can interrupt sleep. A light snack an hour or two before bed is fine. What you drink is also important: avoid caffeine for four hours before bed. Many people find that a hot, milky drink helps them get off to sleep.

Many of us have busy lives and often forget to take short breaks. We all need a challenge but feeling overwhelmed is a recipe for stress. By extension, this may well affect our sleep. This is why effective task management during the day can help limit any worries at night when you are trying to sleep. Make sure that what you are trying to do is realistic and achievable. Many people find writing task lists helpful. A list forces you to be specific and selective, and to make a practical plan of action. Then, when you find yourself lying in bed, thinking about problems, remind yourself that you have a plan of action in place already to be dealt with the following day.

Your bedroom should not be brightly lit, even before bedtime. The dark triggers the brain to prepare the body for sleep, so your bedroom should be very dark once you have switched off the light. A combination of summer nights or strong street lighting and thin curtains should be avoided. The simplest solution is to have thick curtains or blinds. Some people sleep well with a sleep mask on, but this is not for everyone. If you prefer to have a bit of light, try to keep it at a very low level: a small lamp in the hallway with the door very slightly ajar, or a plug-in night-light of minimal wattage.

A stuffy room is likely to cause an uncomfortable night's sleep, while fresh air will promote sleep. Try opening a window before going to bed; the circulation of good-quality air is helpful. See what you can do to adjust that blend of temperature and air flow so that it is right for you. Extreme temperatures at either end of the range can affect our sleep. A room that is too hot (usually more than 24°C) can cause restlessness. On the other hand, a room that is too cold (less than 12°C) can make it difficult to get to sleep and can cause more unpleasant and emotional dreams. The ideal bedroom temperature is 18°C.

Noise is a well-known enemy of sleep, though people get used to some noises after a while. The sound of a ticking clock or if you live in a house close to the railway line, the sound of the trains, can become quite familiar noises. It's worthwhile identifying any noises in your home environment that may be interfering with your sleep and doing what you can about them. Many noises, however, are out of our control. To deal with these you can try sleeping with earplugs in, although many people find them uncomfortable.

Our sleep can also be affected by the schedules and habits of other family members. Teenagers may come and go at unsocial hours and it is worth considering that we all differ in our natural daily cycles of sleep and wakefulness. Simple rules of conduct agreed by all can be remarkably effective in improving the sleeping environment.

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