

Edexcel Functional Skills – Entry 1

English

Entry 1 Writing

Set 2

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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Task 1

You want the local supermarket to deliver your shopping to your home. They ask you to fill in this form.

Use capital letters and full stops where you need to.

Full name:

.....

Address:

.....

.....

.....

.....

Postcode:

.....

Telephone number:

.....

Today's date:

.....

Tell us the best time to deliver your shopping.

Tell us where to leave your shopping if you are not at home.

Please write 2 or 3 sentences in the space below.

.....

.....

.....

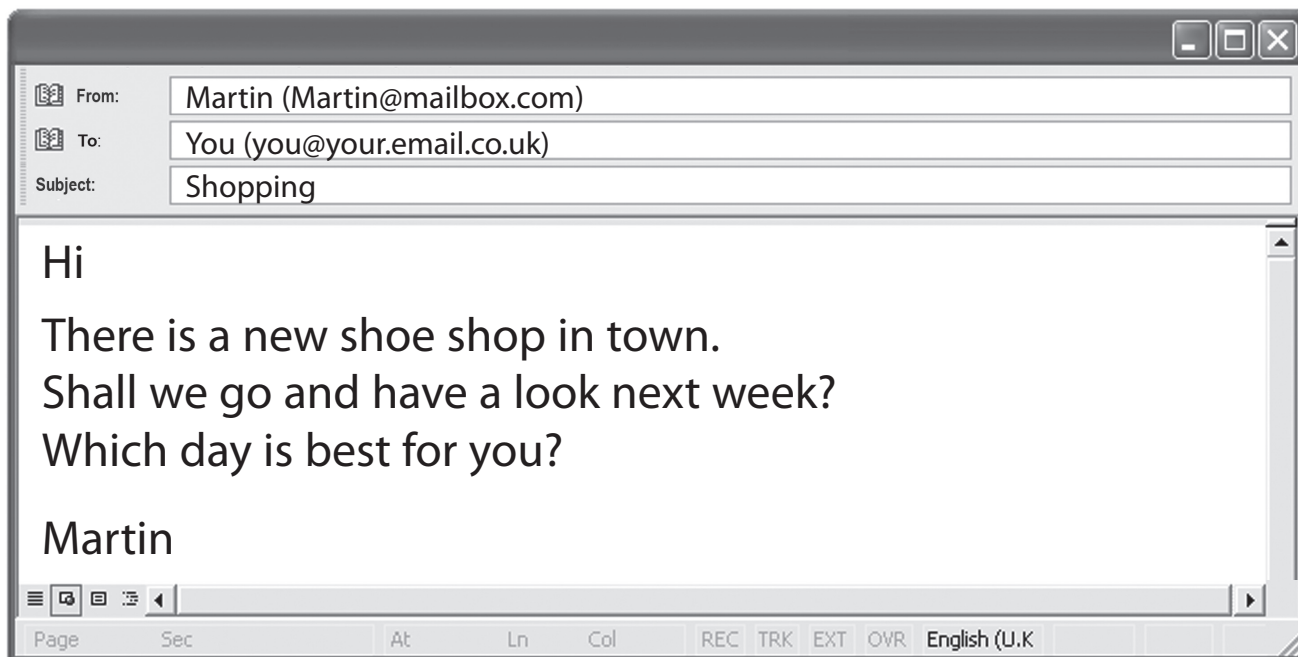
.....

.....

(Total for Task 1 = 6 marks)

Task 2

Your friend sends you an email.



The screenshot shows an email client window with the following details:

- From:** Martin (Martin@mailbox.com)
- To:** You (you@your.email.co.uk)
- Subject:** Shopping

The email body contains the following text:

Hi

There is a new shoe shop in town.
Shall we go and have a look next week?
Which day is best for you?

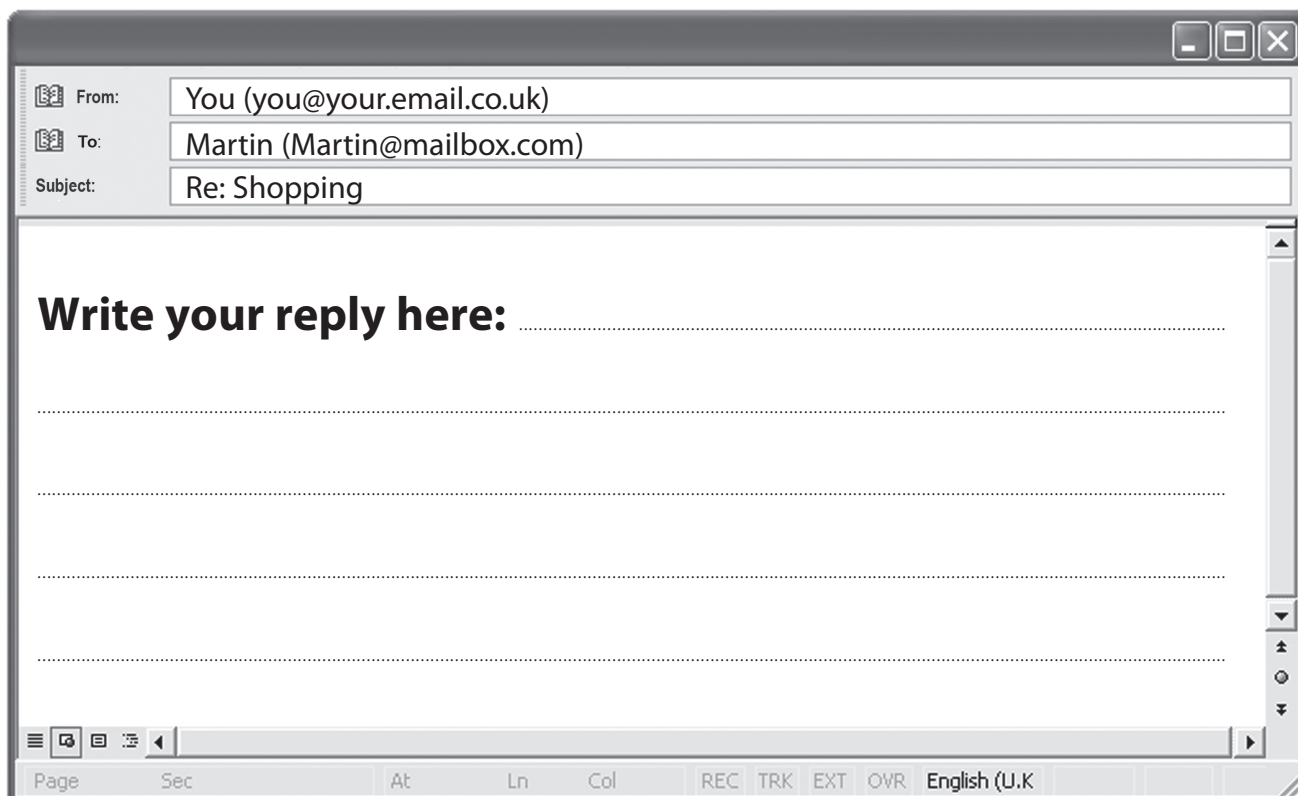
Martin

The bottom of the window shows a toolbar with icons for various functions and a status bar with the text: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

Write a reply to this email.

Write 2 or 3 sentences.

Use capital letters and full stops where you need to.



The screenshot shows an email client window with the following details:

- From:** You (you@your.email.co.uk)
- To:** Martin (Martin@mailbox.com)
- Subject:** Re: Shopping

The email body contains the following text:

Write your reply here:

Below the text, there are several horizontal dotted lines for writing the reply.

The bottom of the window shows a toolbar with icons for various functions and a status bar with the text: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

(Total for Task 2 = 6 marks)