

## Edexcel Functional Skills – Entry 2

# English

Entry 2 Writing

Set 2

Controlled Assessment Material

**Valid from September 2010 to August 2011**

*Turn over ►*

W39740A

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## Task 1

Your favourite band is playing near you next month. You want to go and see them and want your friend to go with you.

You send an email to your friend.

Write 3 or 4 sentences asking your friend to go with you to see the band.



You could include:

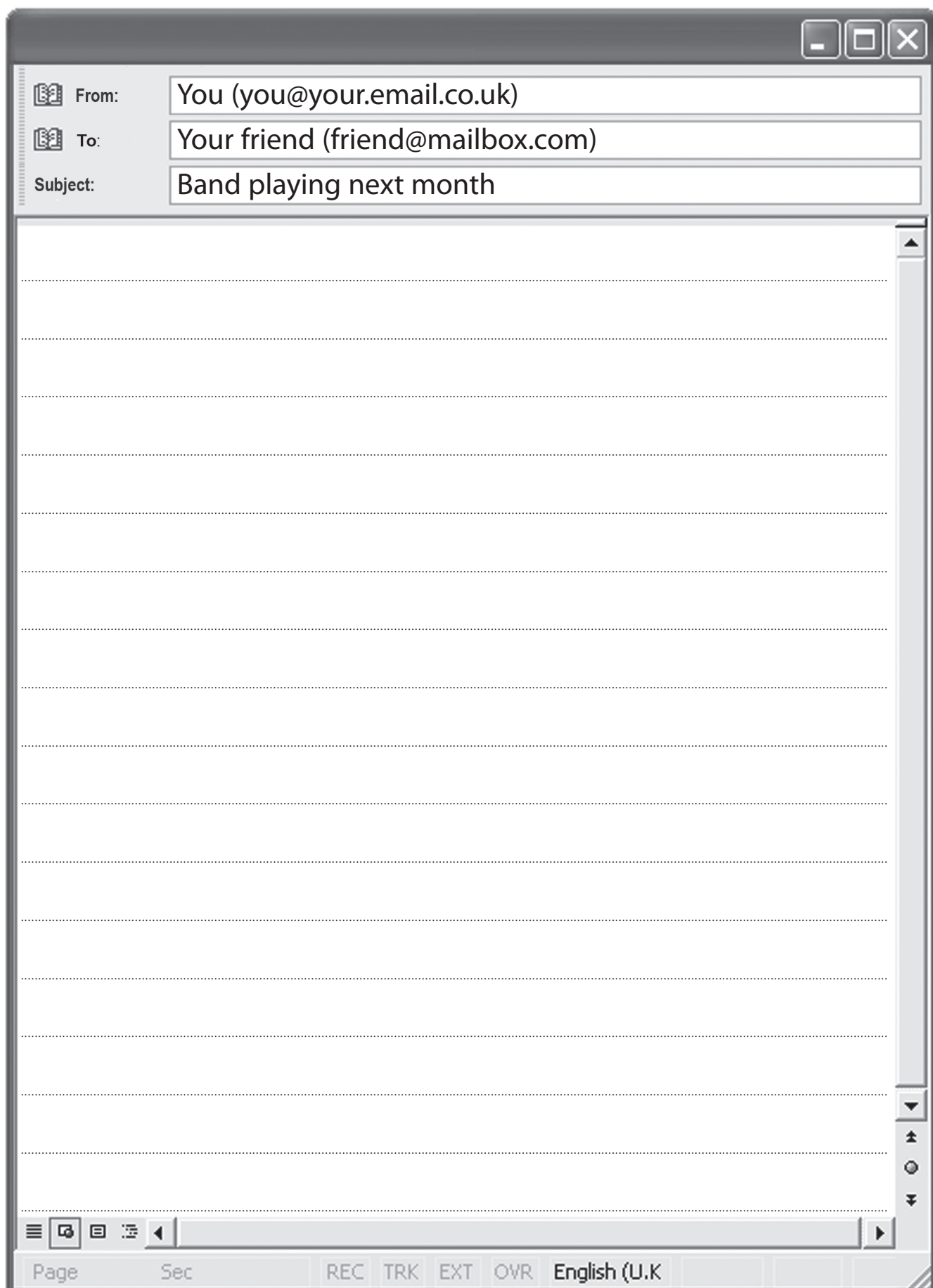
- when the band is playing
- where the band is playing
- what the band is like
- how you will get there
- how much the tickets cost

Write complete sentences using joining words (conjunctions)  
e.g. and, as, but, or.

Check your spellings.

**Remember to use capital letters, full stops and question marks where you need to.**

**Write your email here:**



An email composition window with a title bar containing minimize, maximize, and close buttons. The window has three input fields for the header: 'From:' with the text 'You (you@your.email.co.uk)', 'To:' with 'Your friend (friend@mailbox.com)', and 'Subject:' with 'Band playing next month'. Below the header is a large text area with horizontal dotted lines for writing the email body. At the bottom is a toolbar with icons for text formatting (bold, italic, underline, strikethrough) and a scroll bar. A status bar at the very bottom shows 'Page', 'Sec', and a row of buttons labeled 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

From: You (you@your.email.co.uk)

To: Your friend (friend@mailbox.com)

Subject: Band playing next month

Page Sec REC TRK EXT OVR English (U.K)

**(Total for Task 1 = 10 marks)**

## Task 2

You have found a set of keys. You need to write a notice to put on the main notice board.



Write 3 or 4 four sentences about the keys.

You could include:

- when you found them
- where you found them
- the number of keys
- the size of the keys
- what the keyring looks like

Write complete sentences using joining words (conjunctions)  
e.g. and, as, but, or.  
Check your spellings.

**Remember to use capital letters, full stops and question marks where you need to.**



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