

Edexcel Functional Skills – Entry 1

English

Entry 1 Writing

Set 3

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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Task 1

You want to become a member of your local leisure centre. To do this you must complete the form below.

Use capital letters and full stops where you need to.

Norton Leisure Centre Joining Form

Full name:

Address:

.....

.....

Postcode:

Telephone
number:

Date of birth:

Tell us what type of sport/exercise you enjoy.

Please write 2 or 3 sentences on the lines below.

.....

.....

.....

(Total for Task 1 = 6 marks)

Task 2

Your friend Clare is ill. She has flu.

Write an email to say that you hope she gets well soon.

Write 2 or 3 sentences.

Use capital letters and full stops where you need to.

The screenshot shows a Microsoft Word window titled 'Untitled Message - Microsoft Word'. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, MathType, Window, and Help. A search bar on the right says 'Type a question for help'. The toolbar contains icons for Send, Attach, Insert, Undo, Redo, and a dropdown for 'Options...' set to 'Rich Text'. The email form fields are: 'From: You (you@your.email.co.uk)', 'To: Clare (Clare@mailbox.com)', and 'Subject: Get Well Soon'. The main text area contains the prompt 'Write your answer here:' followed by five horizontal dotted lines for writing. The status bar at the bottom shows 'Page', 'Sec', 'At', 'Ln', 'Col', and a section summary 'REC TRK EXT OVR'.

(Total for Task 2 = 6 marks)