

Edexcel Functional Skills – Entry 2

English

Entry 2 Writing

Set 2

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Task 1

Some friends are coming to stay. They want to take you out for a meal.

Write an email to your friends saying which restaurant you'd like to go to and why. You should write 3 or 4 sentences.

You could include:

- which restaurant you want to go to
- why you want to go there
- when you could go.

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 dark title bar containing minimize, maximize, and close buttons. The window has three header fields: 'From:' with the value 'You (you@mailbox.com)', 'To:' with 'Your friends (friends@mailbox.com)', and 'Subject:' with 'Going out for a meal'. The main body of the window is a large text area with horizontal dotted lines for writing. On the right side of the text area is a vertical scrollbar. At the bottom of the window is a status bar with icons on the left and a series of tabs or labels: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

From: You (you@mailbox.com)

To: Your friends (friends@mailbox.com)

Subject: Going out for a meal

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

(Total for Task 1 = 10 marks)

Task 2

Your computer is broken. Your friend offers to take it to a computer repair shop to be fixed.

Write a note for your friend to take to the shop, saying what is wrong with your computer.

Write 3 or 4 sentences.

You could include:

- what you use your computer for
- what is wrong with it
- when you need it fixed by.

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.

