

Edexcel Functional Skills – Entry 2

English

Entry 2 Writing

Set 3

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Task 1

Your friend is going to take her driving test next week.

She is very nervous.

You send her a card.

Write 3 or 4 sentences to wish her good luck.

Tell her that you will meet her after her test for a meal.

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 card here:

Handwriting practice area with 20 horizontal dotted lines.

(Total for Task 1 = 10 marks)

Task 2

It is your turn to cook dinner for your friend, Antonio.

At the last minute your boss asks you to work late.

Send an email to Antonio to say sorry that you will not be able to cook this evening.

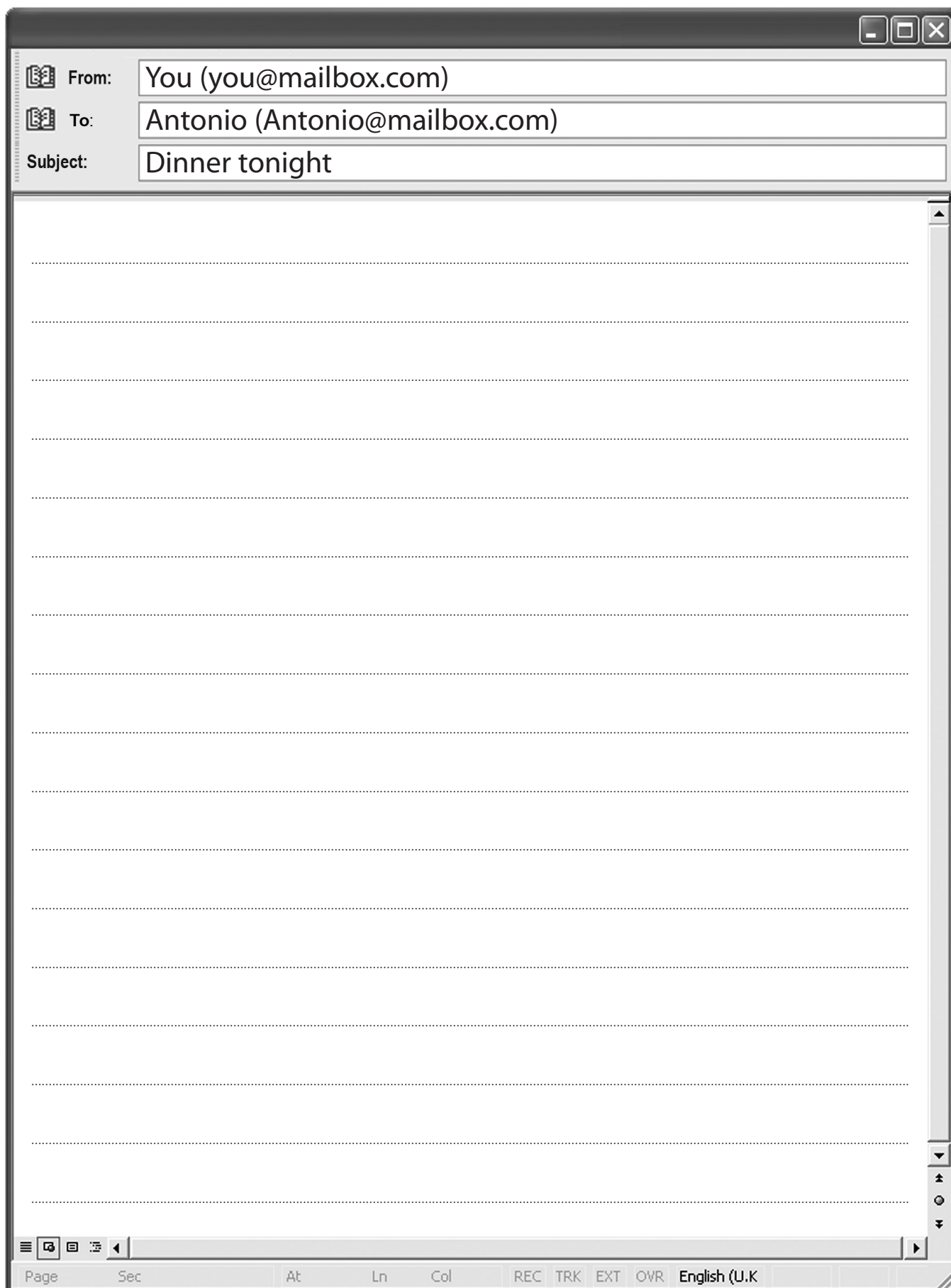
Offer to cook tomorrow evening.

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 input fields at the top: 'From:' with the text 'You (you@mailbox.com)', 'To:' with 'Antonio (Antonio@mailbox.com)', and 'Subject:' with 'Dinner tonight'. Below these fields is a large text area with horizontal dotted lines for writing. At the bottom, there is a status bar with icons on the left and a row of labels: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

From: You (you@mailbox.com)

To: Antonio (Antonio@mailbox.com)

Subject: Dinner tonight

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

(Total for Task 2 = 10 marks)