

## Edexcel Functional Skills – Entry 3

# English

Entry 3 Writing

Set 2

Controlled Assessment Material

**Valid from September 2011 to August 2012**

*Turn over ►*

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## Task 1

Your rubbish is piling up because it has not been collected for some time. You write a letter to the council to complain about this problem.

Write your letter to Mrs Ruth Parsons, the Head of Refuse Collection at the council.

**You do not need to include addresses.**

**You could include:**

- how long it's been since your rubbish has been collected
- the problems this is causing
- what you want the council to do about this.

**Plan and draft your writing before you write your final response.**

In your final response, 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 plan and draft here:**

A large rectangular box with a thin grey border, containing 25 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

**Write your final response here:**

**Dear**

**(Total for Task 1 = 12 marks)**

## Task 2

Your friend wants to buy her first mobile phone. She asks you to give her some advice on what she should look for when buying a phone.

Write an email to give advice to your friend.

**You could include:**

- advice on the types of phone
- ideas on different uses for the phone
- how much your friend might need to spend
- anything else you think is good advice.

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 header section includes fields for 'From:', 'To:', and 'Subject:'. The main body is a large text area with horizontal dotted lines for writing. The bottom status bar displays various icons and a table of keyboard shortcuts.

**From:** You (you@mailbox.com)

**To:** Your friend (friend@mailbox.com)

**Subject:** Buying a mobile phone

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

**(Total for Task 2 = 8 marks)**