

## Edexcel Functional Skills – Entry 2

# English

## Entry 2 Writing

### Set 1

Controlled Assessment Material

**Valid from September 2012 to August 2013**

Learner name

Learner signature and date

Turn over ►

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PEARSON

## Task 1

You ordered some furniture for your bedroom but when it came it was damaged. You rang the store and were told to send a letter to the manager describing the damage.

Write 3 or 4 sentences to the manager of the furniture store.

You could include:

- what item of furniture you ordered
- details of the damage
- what you want the manager to do about it

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 letter here:**

Dear

This image shows a full page of a worksheet designed for handwriting practice. It consists of multiple sets of three horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.

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

## Task 2

There are two new students joining your course. You send them an email.

Write 3 or 4 sentences to tell them that you will meet them on their first day.

You could include:

- who you are
- where to meet
- what to bring with them.

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:**

[illegible]

**(Total for Task 2 = 10 marks)**