

# Edexcel Functional Skills – Entry 3

## English

### Entry 3 Writing

### Set 2

Controlled Assessment Material

**Valid from September 2012 to August 2013**

Learner name

Learner signature and date

Turn over ►

W42766A

©2012 Pearson Education Ltd.

1/1



PEARSON

## Task 1

You are looking for a job. You see this advert in the paper.

### Estrick Job Agency

We are the number one job agency in Estrick. We have lots of part-time and full-time jobs right now.

We have jobs in:

- Catering
- Construction
- Motor Vehicle
- Hair and Beauty
- Office work
- Retail

And many more!

Apply today and you could be working tomorrow!

You decide to apply to the agency. Part of the application is writing about yourself.

#### **You could include:**

- what you are doing now
- the work you have done before
- the type of job you want
- the hours you can work.

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

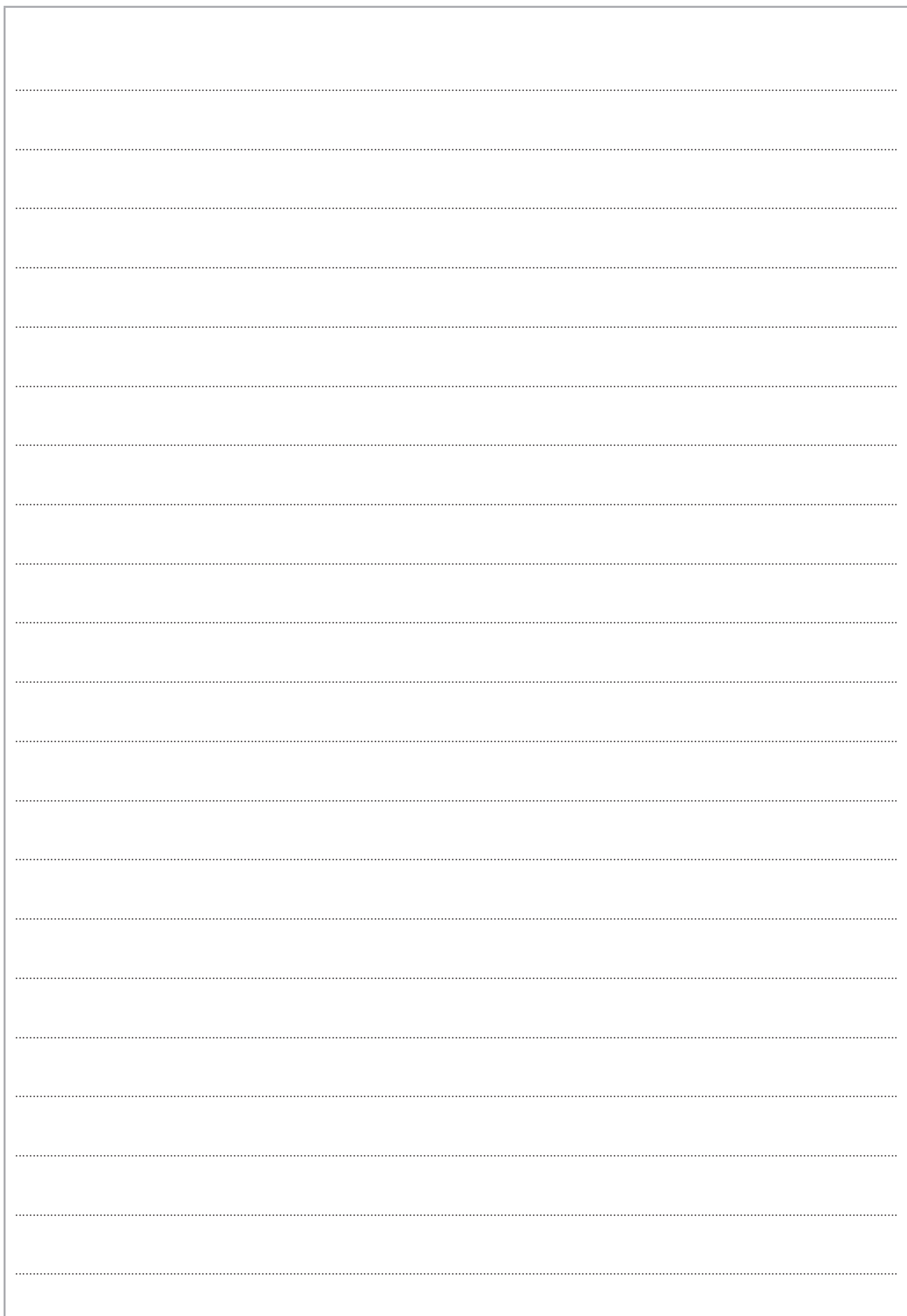
Write complete sentences using joining words (conjunctions)

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:**

Information about yourself:

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

**TASK 2 BEGINS ON THE NEXT PAGE**

## Task 2

Your friend wants to go on holiday and cannot decide where to go.

Your friend asks you for your ideas.

Write an email to give advice to your friend.

**You could include:**

- ideas on where to go
- why you think your friend would like it there
- anything else you think your friend needs to know.

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 = 8 marks)**