

Edexcel Functional Skills – Entry 1

English

Entry 1 Writing

Set 3

Controlled Assessment Material

Valid from September 2012 to August 2013

Learner name

Learner signature and date

Turn over ►

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Task 1

You want to rent a flat.

Fill in a form for a rental agency.

Use capital letters and full stops where you need to.

Full name:

Address:

Postcode:

Telephone
Number:

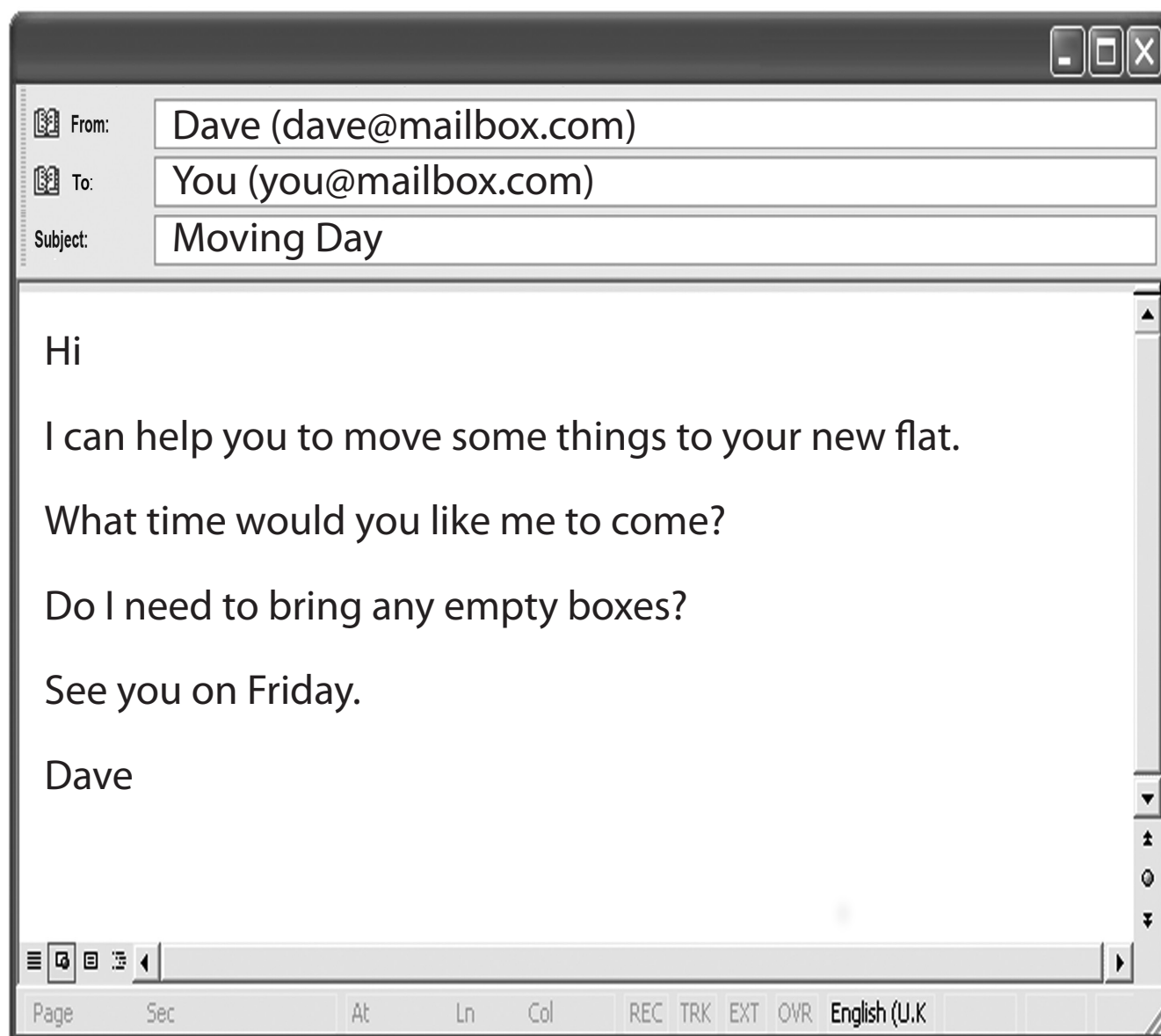
Write 2 or 3 sentences to tell us about where you would like to live.

(Total for Task 1 = 6 marks)

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

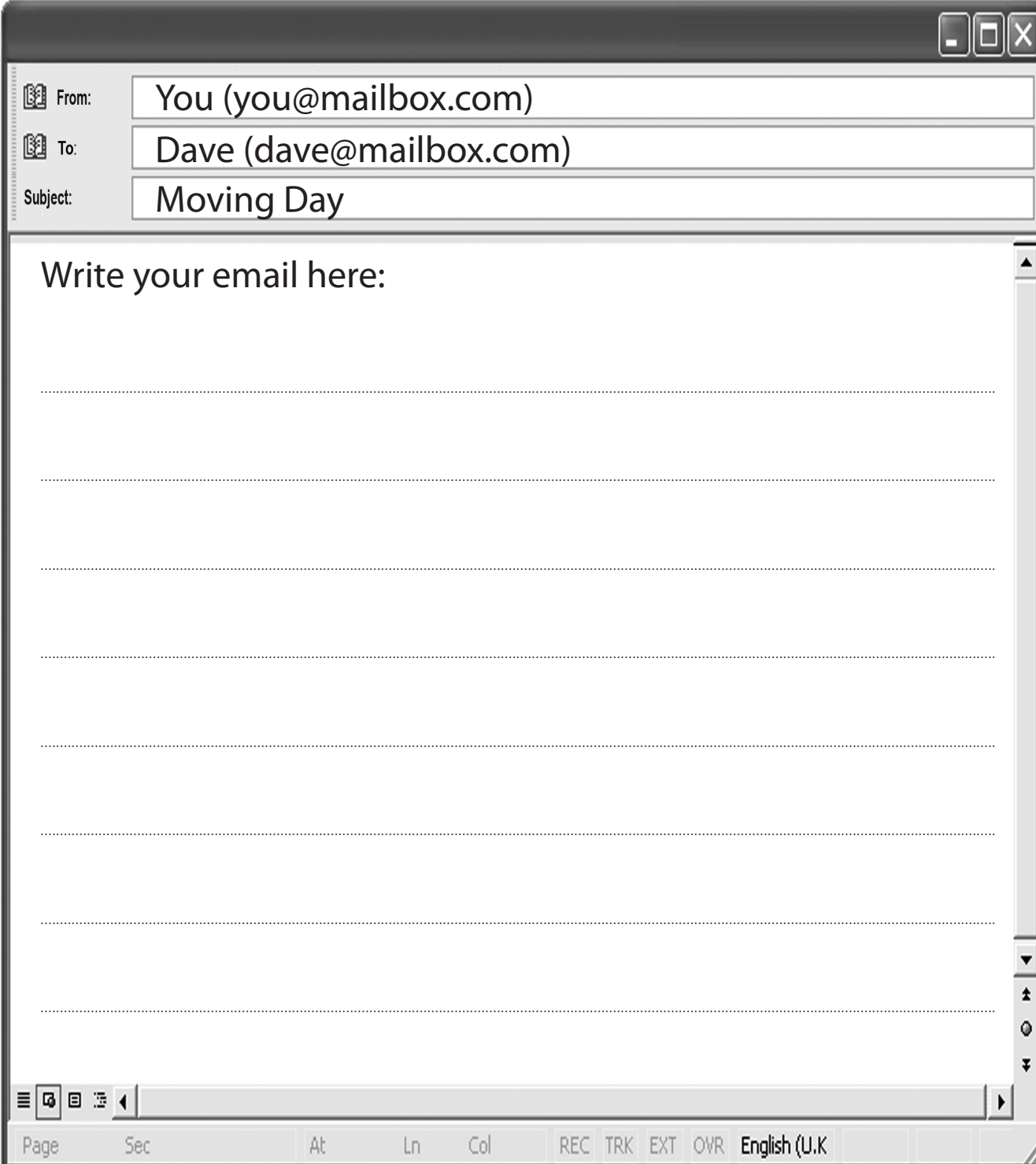
Your friend sends you an email.



Write a reply to this email.

Write 2 or 3 sentences.

Use capital letters and full stops where you need to.



An email composition window with a dark title bar containing minimize, maximize, and close buttons. The header area includes fields for 'From:', 'To:', and 'Subject:'. The 'From:' field contains 'You (you@mailbox.com)', the 'To:' field contains 'Dave (dave@mailbox.com)', and the 'Subject:' field contains 'Moving Day'. Below the header is a large text area with the prompt 'Write your email here:' and ten horizontal dotted lines for writing. A vertical scrollbar is on the right side of the text area. At the bottom is a toolbar with icons for text formatting (bold, italic, underline, bulleted list, numbered list) and a scroll bar. Below the toolbar is a status bar with labels: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

From: You (you@mailbox.com)

To: Dave (dave@mailbox.com)

Subject: Moving Day

Write your email here:

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

(Total for Task 2 = 6 marks)