

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 Writing

Set 1

Controlled Assessment Material

Valid from September 2013 to August 2014

Learner name

Learner signature and date

Turn over ►

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PEARSON

Task 1

The local primary school does not have a crossing patrol or zebra crossing near it. You are worried for the safety of the children as it is difficult to cross the road by the school. There are always parked cars and people drive their vehicles very fast along that road. There have already been a few minor accidents.

Write a letter to Mr Shaw at the council to tell him about your concerns and to ask the council to do something about it.

In your letter you should include:

- why you are writing
- some details of the problems in the road by the school
- what you would like the council to do.

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 final response here:

Dear

(Total for Task 1 = 12 marks)

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

Hillside Craft and Outdoor Centre

Activity holidays for groups and families

Weekend breaks, 7 day or 14 day holidays

Choose from a range of craft activities in our studios such as pottery, bead making, painting. For the more adventurous, try our outdoor activities such as water sports, rock climbing, quad biking or horse riding.

Email Jamie our activity manager and he will put together an activity holiday for you and your group or family.

Write an email to Jamie to describe the type of activity holiday you would like for your group or family.

In your email you could include:

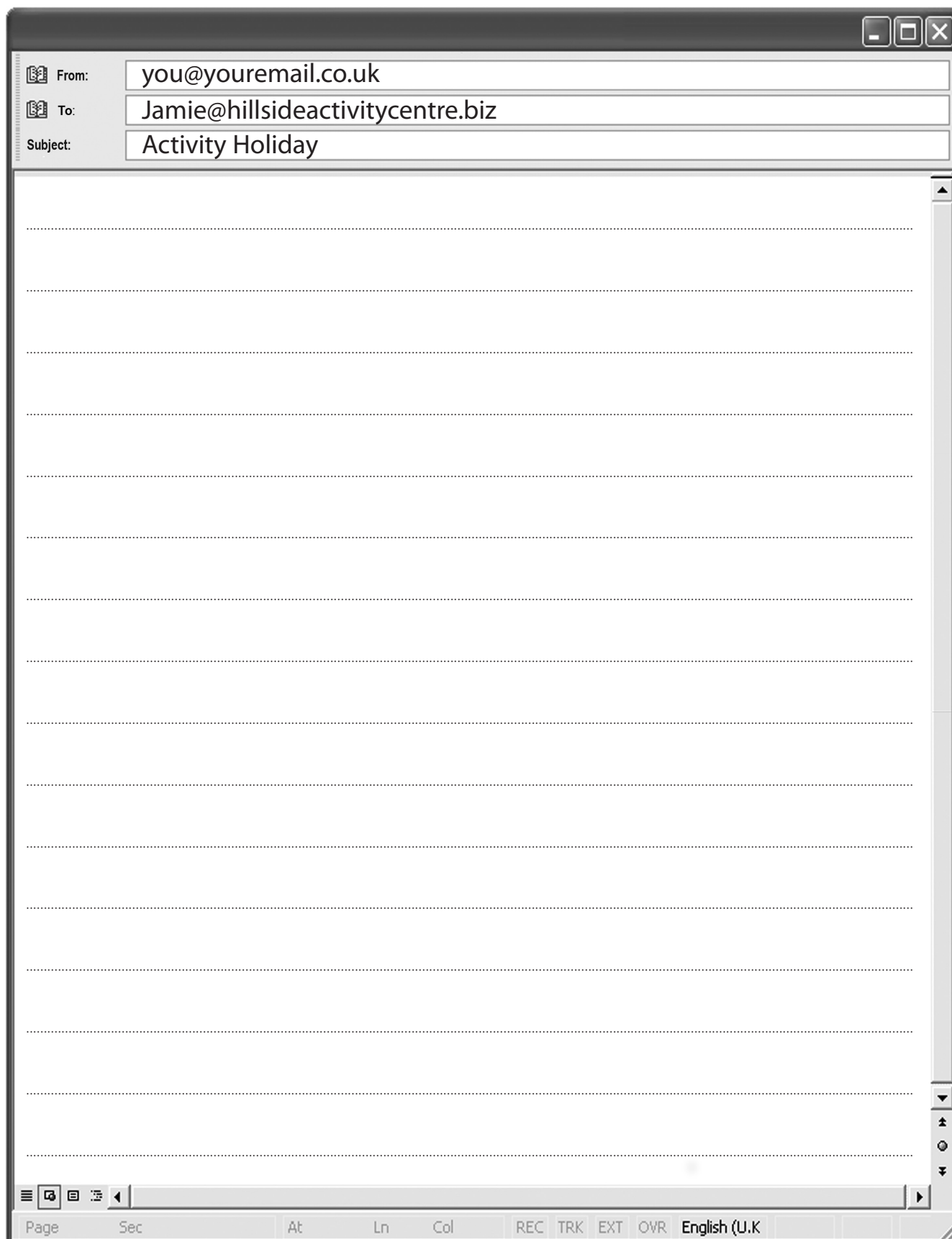
- types of activities you would like
- the number and ages of people in the group or family
- whether people in your group or family are beginners or have some experience of the activities
- length of your holiday.

Write in 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 grey title bar containing minimize, maximize, and close buttons. The window has three input fields at the top: 'From:' with 'you@youremail.co.uk', 'To:' with 'Jamie@hillsideactivitycentre.biz', and 'Subject:' with 'Activity Holiday'. The main body of the window is a large text area with horizontal dotted lines for writing. On the right side of the text area is a vertical scrollbar. At the bottom of the window is a status bar with icons on the left and a series of labels: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

From: you@youremail.co.uk

To: Jamie@hillsideactivitycentre.biz

Subject: Activity Holiday

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

(Total for Task 2 = 8 marks)