

## Pearson Edexcel Functional Skills – Entry 1

# English

## Entry 1 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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## Task 1

### Lost Item

You left your bag on the bus.

You go to the bus station to tell them.

They give you a form to fill in.



### Fill in the form

Write 2 or 3 sentences to tell us:

- the bus you were on
- what sort of bag you have lost
- the colour of the bag.

**Fill in the form.**

**Use capital letters and full stops where you need to.**

**Write your details on the lines below.**

### **Lost Item Form**

**Full name:** .....

**House number:** .....

**Street:** .....

**Postcode:** .....

**Telephone number:** .....

**Please write 2 or 3 sentences to tell us about  
the bag you have lost and the bus you were on.**

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**(Total for Task 1 = 6 marks)**

## Task 2

You want to buy some new clothes. Your friend is going shopping with you. You plan to buy lunch for your friend.

Write an email to your friend.

- Tell your friend when and where to meet you.
- Tell your friend your plans for lunch.

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 window has three input fields at the top: 'From:' with 'you@youremail.com', 'To:' with 'yourfriend@mailbox.com', and 'Subject:' with 'shopping'. Below these fields is a large text area with horizontal dotted lines for writing. At the bottom of the window is a status bar with icons for undo, redo, and other functions, followed by labels: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

**(Total for Task 2 = 6 marks)**