

Entry 3 Writing

Guidance for learners

The following information should be read to/given to learners before each controlled assessment begins. Assessors should repeat this information if necessary (for example if the tasks are taken on separate occasions).

- Read each question carefully.
- Make sure you know what to do before you write your answers. If you are not sure, ask.
- Write your answers in the spaces after each question.
- Do not use pencil. Use blue or black ink.
- Check your work carefully after finishing each task.
- There are **12** marks available for Task 1.
- There are **8** marks available for Task 2.
- You must use clear English and present your answers carefully.
- You may use a dictionary.
- Remember to:
 - write neatly
 - write in complete sentences
 - use at least two conjunctions (joining words, for example and, as, but, or)
 - use paragraphs to organise your ideas
 - check your spellings
 - use capital letters, full stops and question marks where you need to.