

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 Writing

Set 3

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 editor of your local newspaper is asking for ideas to improve the local area.

Write a letter to the editor with ideas for making your local area a better place to live.

In your letter you could include:

- who you are
- why you are writing
- what your area needs
- how your ideas would help the area.

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 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:

Dear

(Total for Task 1 = 12 marks)

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

Your friend is taking a test next week and is nervous.

Write an email to wish your friend good luck.

In your email you could include:

- advice on revision
- tips on how to relax
- what your friend needs for the test
- a plan to meet your friend after the test
- remember to wish your friend good luck.

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)