

Pearson Edexcel Functional Skills – Entry 2

English

Entry 2 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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Task 1

You are expecting a parcel from your friend but you have to go out. You want your neighbour to take in the parcel. You write her a note.

Write 3 or 4 sentences to your neighbour asking her to take in the parcel.

You could include:

- what the parcel is
- when you think it will arrive
- when you will be back.

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 note here:

Dear

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(Total for Task 1 = 10 marks)

Task 2

You are going to a party with your friend. You send your friend an email with details.

Write 3 or 4 sentences to tell your friend about the party.

You could include:

- where the party is
- when the party is
- where you and your friend will meet.

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 = 10 marks)