

## Pearson Edexcel Functional Skills – Entry 2

# English

## Entry 2 Writing

### Set 1

Controlled Assessment Material

**Valid from September 2014 to August 2015**

Learner name

Learner signature and date

### Instructions

- Use blue or black ink. Do not use pencil.
- Write your answers in the spaces provided. There may be more space than you need.

### Information

- There are 10 marks available for each task.
- You may use a dictionary.

### Advice

- Read each question carefully.
- Make sure you know what to do before you write your answers.  
If you are not sure, ask.
- Check your work carefully after finishing each task.
- Use clear English and present your answers carefully.
- Remember to:
  - write neatly
  - write in complete sentences
  - use at least two conjunctions (joining words, for example and, as, but, or)
  - check your spellings
  - use capital letters, full stops and question marks where you need to.

Turn over ►

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## Task 1

You have left your bag on a bus.

Write 3 or 4 sentences to the bus company.

You could include:

- the bus you were on
- when you lost your bag
- what your bag looks like.

Write complete sentences using joining words (conjunctions)  
e.g. and, as, but, or.

**Remember to use capital letters, full stops and question marks where you need to.**

**Write your sentences here:**

Handwriting practice area consisting of 20 horizontal dotted lines for writing.

**(Total for Task 1 = 10 marks)**

## Task 2

You have booked a party at the bowling alley for next week.

Write an email inviting your friends to the party.

You could include:

- the day and time of the party
- who else is coming
- where you and your friends will meet.

Write complete sentences using joining words (conjunctions) e.g. and, as, but, or.

**Remember to use capital letters, full stops and question marks where you need to.**

Write your email here.

The image shows a screenshot of an email composition window. At the top right, there are three window control buttons: a minus sign, a square, and an 'X'. Below these are three input fields:

- From:** You (you@youremail.com)
- To:** Your friends (friends@mailbox.com)
- Subject:** Bowling party

The main body of the window is a large text area with horizontal dotted lines for writing. At the bottom of the window, there is a status bar with several icons on the left and a scroll bar on the right. The status bar contains the following text from left to right: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and English (U.K).

**(Total for Task 2 = 10 marks)**