

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 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 12 marks available for Task 1.
- There are 8 marks available for Task 2.
- 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.
 - use paragraphs to organize your ideas.

Turn over ►

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Task 1

Your school / college / workplace organised a visit to a large department store.

Scott Webster, the assistant manager, showed you around the different sales departments, customer service and the cafe.

You were given lunch in the staff canteen and then spent some time in one of the departments. Everyone was very friendly and helpful. It was a most enjoyable and useful visit.

Write a letter to thank Scott Webster for your visit.

In your letter you should include:

- why you are writing
- details of the visit
- what you liked best about the visit.

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.

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

Your school / college / workplace magazine wants you to write about a person you admire.

Write about a person you admire.

You could include:

- details about the person
- why you admire the person
- any other ideas.

Write in 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.

