

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 Writing

Set 3

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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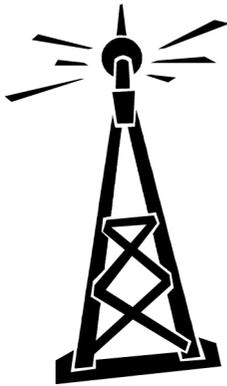
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PEARSON

Task 1



You listen to a radio station. The owners are thinking of closing down the station.

Write a letter to Mrs Jones, the head of the radio station.

In your letter you should include:

- what you listen to on the station
- which shows you enjoy the most
- whether you think the station should stay open.

You do not need to include addresses.

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 area with rounded corners, containing 25 horizontal dotted lines for writing.

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

You have just moved to a new flat and you are having a party there.

Write an email inviting your friend to the party.

You could include:

- the time and date of the party
- what you would like your friend to bring
- how to get to your flat.

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:

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

- From:** You (you@youremail.co.uk)
- To:** Your friend (friend@mailbox.com)
- Subject:** Party

The main body of the window is a large, empty 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 = 8 marks)