

Pearson Edexcel Functional Skills – Entry 1

English

Entry 1 Writing

Set 2

Controlled Assessment Material

Valid from September 2016 to August 2017

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 6 marks available for each task.
- You may use a dictionary.

Advice

- Read each task carefully.
- Make sure you know what to do before you write your answers.
If you are not sure, ask.
- Use clear English and present your answers carefully.
- Check your work carefully after finishing each task.
- Use capital letters and full stops where you need to.

Turn over ►

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PEARSON

Task 1

You want to join a job club.

Fill in the form.

Check your spellings.

Remember to use capital letters and full stops where you need to.

Dintone Job Club Form

Full name:

Address:

.....

Postcode:

Telephone number:

Date of birth:

Please write 2 or 3 sentences to tell us what job you want.

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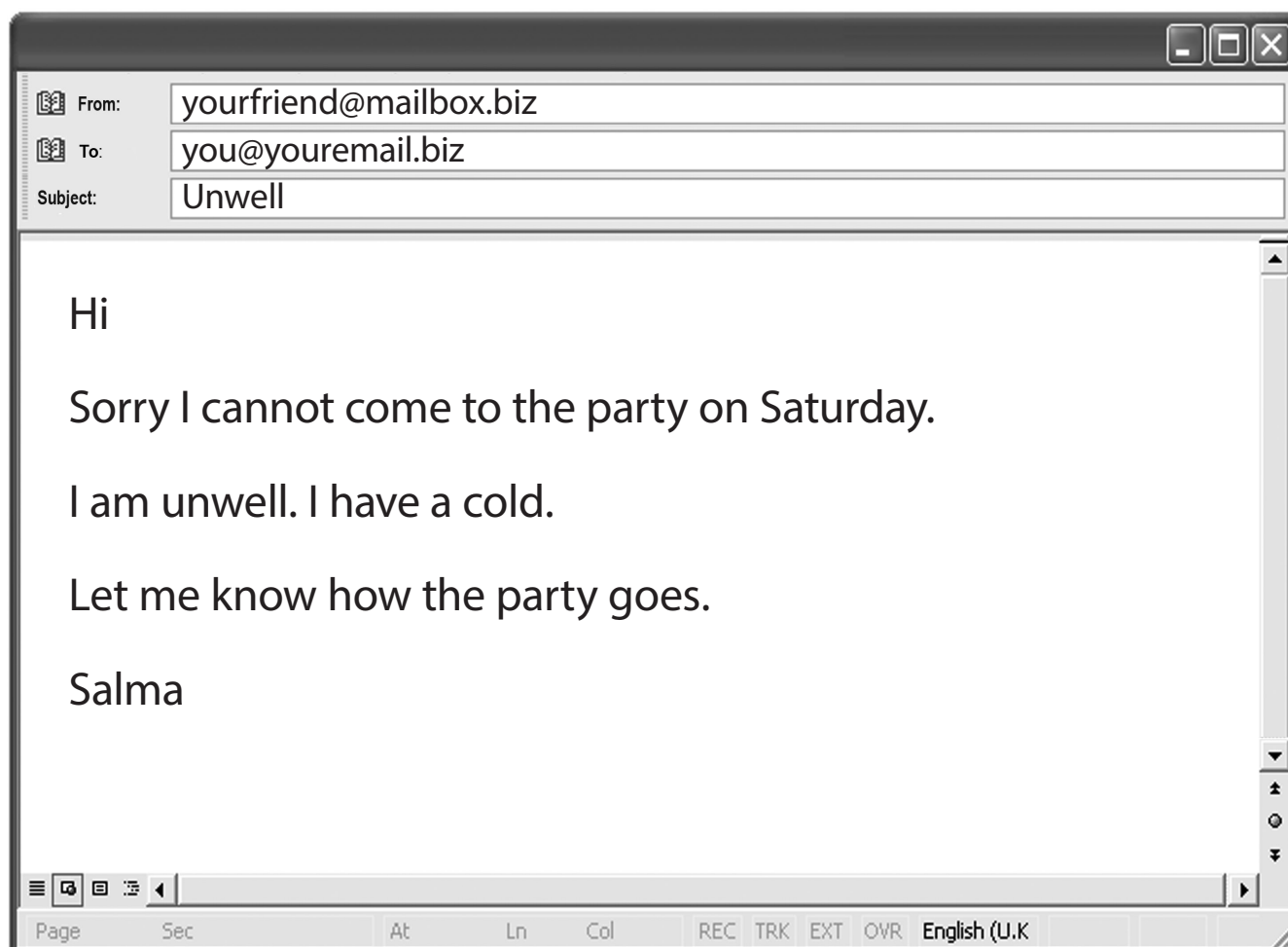
.....

(Total for Task 1 = 6 marks)

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

Your friend sends you an email.



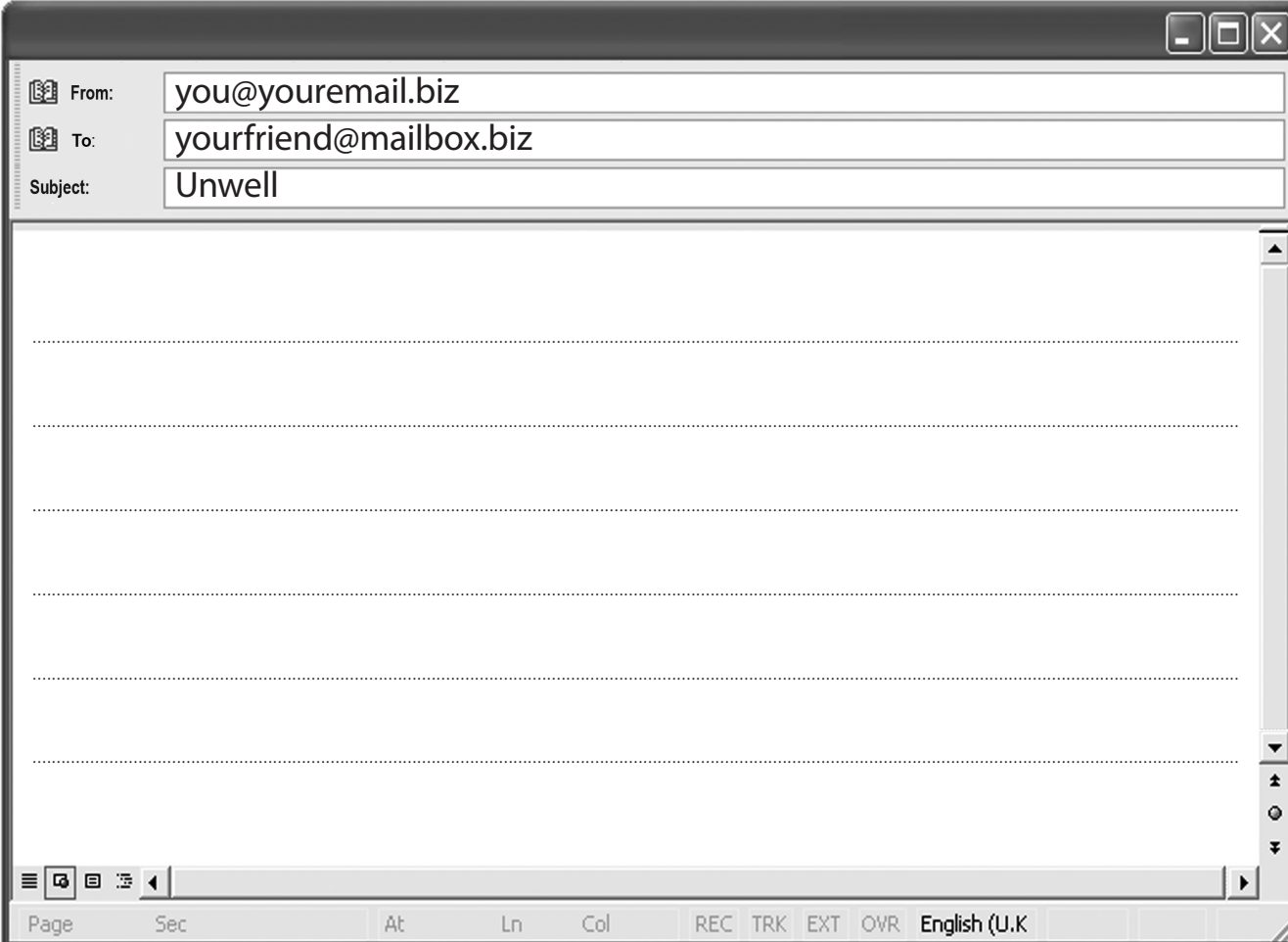
Write a reply to the email.

Write 2 or 3 sentences.

Check your spellings.

Remember to use capital letters and full stops where you need to.

Write your reply here.



The image shows a graphical user interface for writing an email reply. At the top, there are three fields: 'From:' with the value 'you@youremail.biz', 'To:' with the value 'yourfriend@mailbox.biz', and 'Subject:' with the value 'Unwell'. Below these fields is a large text area with horizontal dotted lines for writing the reply. At the bottom of the window, there is a status bar with various indicators: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'. The window has standard OS controls (minimize, maximize, close) in the top right corner.

(Total for Task 2 = 6 marks)