

Pearson Edexcel Functional Skills – Entry 2

English

Entry 2 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 10 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.
- 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 joining words (conjunctions), 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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PEARSON

Task 1

Your friend has written to you asking about your course.

Write a letter to your friend to tell her about it.

You can include:

- what you do in class
- how many students there are
- what your teacher is like
- what you like and what you do not like about your class.

Write 3 or 4 sentences.

Write complete sentences using joining words (conjunctions), for example: and, as, but, or.

Check your spellings.

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

Write your letter here.

Dear

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(Total for Task 1 = 10 marks)

Task 2

You see a poster in a charity shop asking for volunteers.

Write an email to the manager to tell him you want to help.

You can write about:

- why you want to help
- when you can help
- any skills you have.

Write 3 to 4 sentences.

Write complete sentences using joining words (conjunctions), for example: 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.

A screenshot of an email composition window. The window has a title bar with minimize, maximize, and close buttons. Below the title bar, there are three fields: 'From:' with the text 'you@youremail.co.uk', 'To:' with the text 'shopmanager@mailbox.com', and 'Subject:' with the text 'Volunteer'. 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 toolbar with icons for text formatting (bold, italic, underline, strikethrough) and a scroll bar on the right side. The status bar at the very bottom shows 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K.)'.

(Total for Task 2 = 10 marks)