

## Pearson Edexcel Functional Skills – Entry 2

# English

## Entry 2 Writing

### Set 3

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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## Task 1

Your local newspaper is giving an award to the best cafe in your town.

Fill in the form to say which cafe should win.

You could include:

- the cafe you want to win
- what the food is like
- what the service is like
- why it should win.



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.**

Tell us about the best cafe and why it should win.

**Write your sentences here.**

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

## Task 2

You are on holiday.

Write an email to your friend. Tell your friend about your holiday.

You could include:

- where you are
- how long the holiday is for
- what you think of the place
- what you are doing.

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 email here.**

The screenshot shows a classic Windows Mail window. The title bar at the top includes standard window controls (minimize, maximize, close) on the right. The email header is located at the top of the window and contains the following information:

- From:** you@mailbox.biz
- To:** yourfriend@mailbox.biz
- Subject:** Holiday

The main body of the email is a large, empty area with horizontal dotted lines, indicating it is ready for text input. On the right side of the body, there is a vertical scrollbar. At the bottom of the window, there is a status bar with several icons on the left and a language indicator on the right that reads "English (U.K)".

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