

## Edexcel Functional Skills – Entry 3

# English

**Entry 3 Writing**

**Set 1**

Controlled Assessment Material

**Valid from September 2010 to August 2011**

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## Task 1



The pavement near your house has been broken for several weeks and a number of people have tripped or fallen over. You decide to write a letter to the council to complain about it and ask them to fix it.

**Write a letter to Mr Millard, Head of Customer Services, at the council.**

**You could include:**

- details of the street where the pavement is broken
- how long the pavement has been broken for
- details of falls/accidents
- why it needs to be fixed

**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:**

Handwriting practice area with 20 horizontal dotted lines for drafting.

**Write your final response here:**

Dear Mr Millard,

**(Total for Task 1 = 12 marks)**

**TASK 2 BEGINS ON THE NEXT PAGE**

## Task 2



You have two spare tickets for a pop concert and decide to sell them using an online auction site.

Write a notice giving details of the concert.

### **You may include:**

- date and time of the concert
- where the concert is
- who is playing
- cost of the tickets
- how to contact you

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.**

**Write your notice here:**

Handwriting practice area with 25 horizontal dotted lines.

**(Total for Task 2 = 8 marks)**