

## **Edexcel Functional Skills – Entry 2**

# **English**

**Entry 2 Writing**

**Set 3**

Controlled Assessment Material

**Valid from September 2010 to August 2011**

*Turn over ►*

**W39922A**

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## Task 1

Your school/college/workplace wants to help local charities. It has asked for ideas on fun ways to raise money.

Write 3 or 4 sentences giving your ideas on how to raise money.

You could include ideas of fundraising activities based on:

- what people would enjoy doing
- what would raise lots of money

You could also say what you could do to help.

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.**

[illegible]

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

## Task 2

Your school/college/workplace decides to hold a concert to raise money for local charities.

It asks if you can help on the day by selling tickets. This will mean that you will miss a lesson/some worktime.

Write an email to your tutor/boss asking if you can have some time off to help at the concert.

You should include:

- why you need the time off
- what the concert is for
- what you will be doing

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 screenshot shows the Microsoft Word interface for creating an email message. The title bar reads "Untitled Message - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, MathType, Window, and Help. Below the menu bar is a toolbar with icons for Send, Attachments, Mail Merge, Mailings, and other email-related functions. The main area contains three input fields: "From:" with the value "You (you@your.email.com)", "To:" with the value "Your tutor/boss (yourtutor/boss@mailbox.com)", and "Subject:" with the value "Next Week". The body of the email is a large white area with horizontal dotted lines for typing. At the bottom, there is a status bar with tabs for Page, Sec, At, Ln, Col, REC, TRK, EXT, and OVR.

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