

Edexcel Functional Skills – Entry 1

English

Entry 1 Writing

Set 3

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

W41426A

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Task 1

A new lunch club has opened in your college.

Fill in a form to join.

Use capital letters and small letters where you need to.

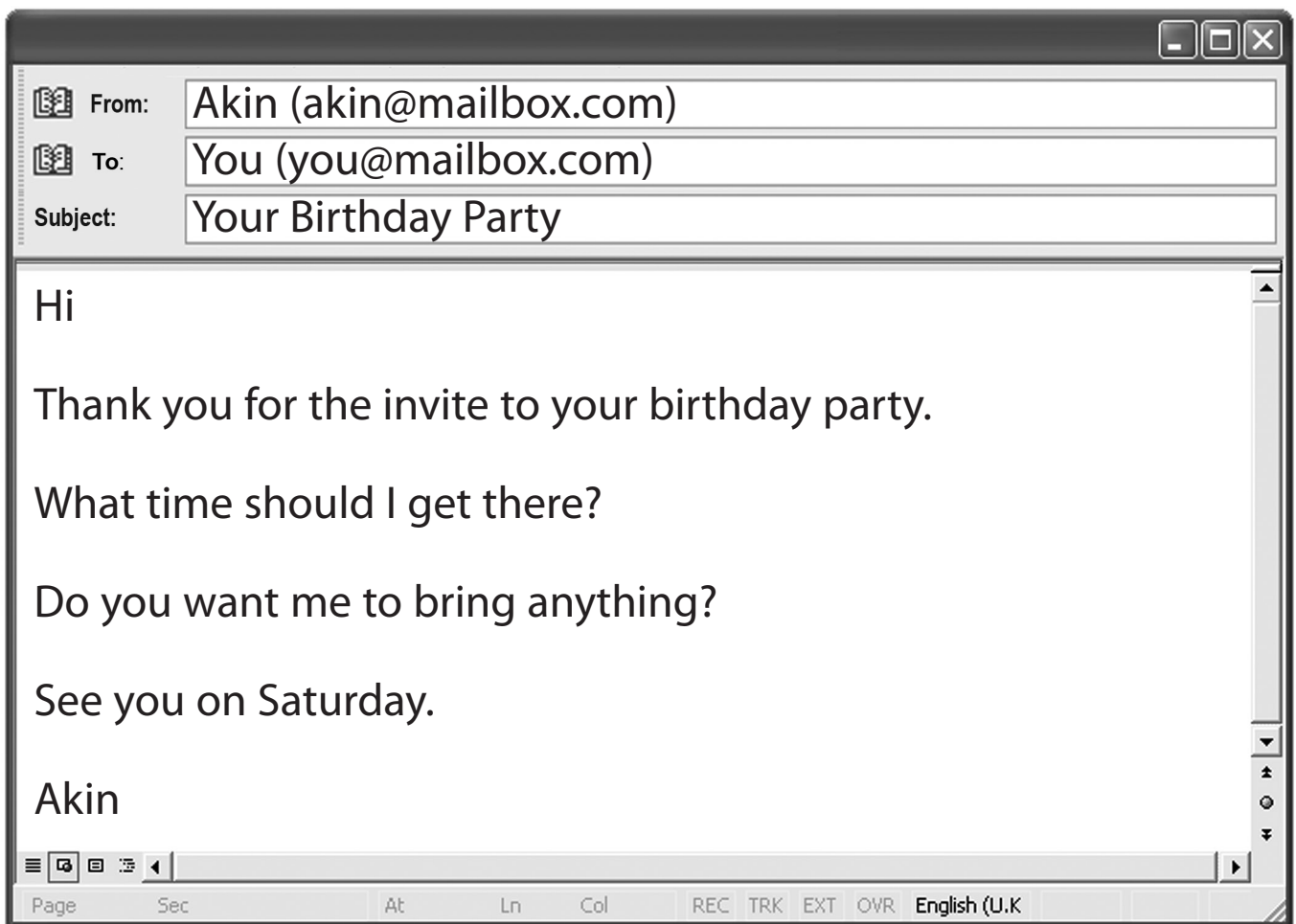
Lunch Club	
Full name:	<div></div>
Address:	<div></div>
	<div></div>
	<div></div>
Postcode:	<div></div>
Telephone Number:	<div></div>
Date of Birth:	<div></div>
Write 2 or 3 sentences to tell us about what you like to eat for lunch. Use capital letters and full stops where you need to.	
<div></div>	
<div></div>	
<div></div>	
<div></div>	
<div></div>	

(Total for Task 1 = 6 marks)

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

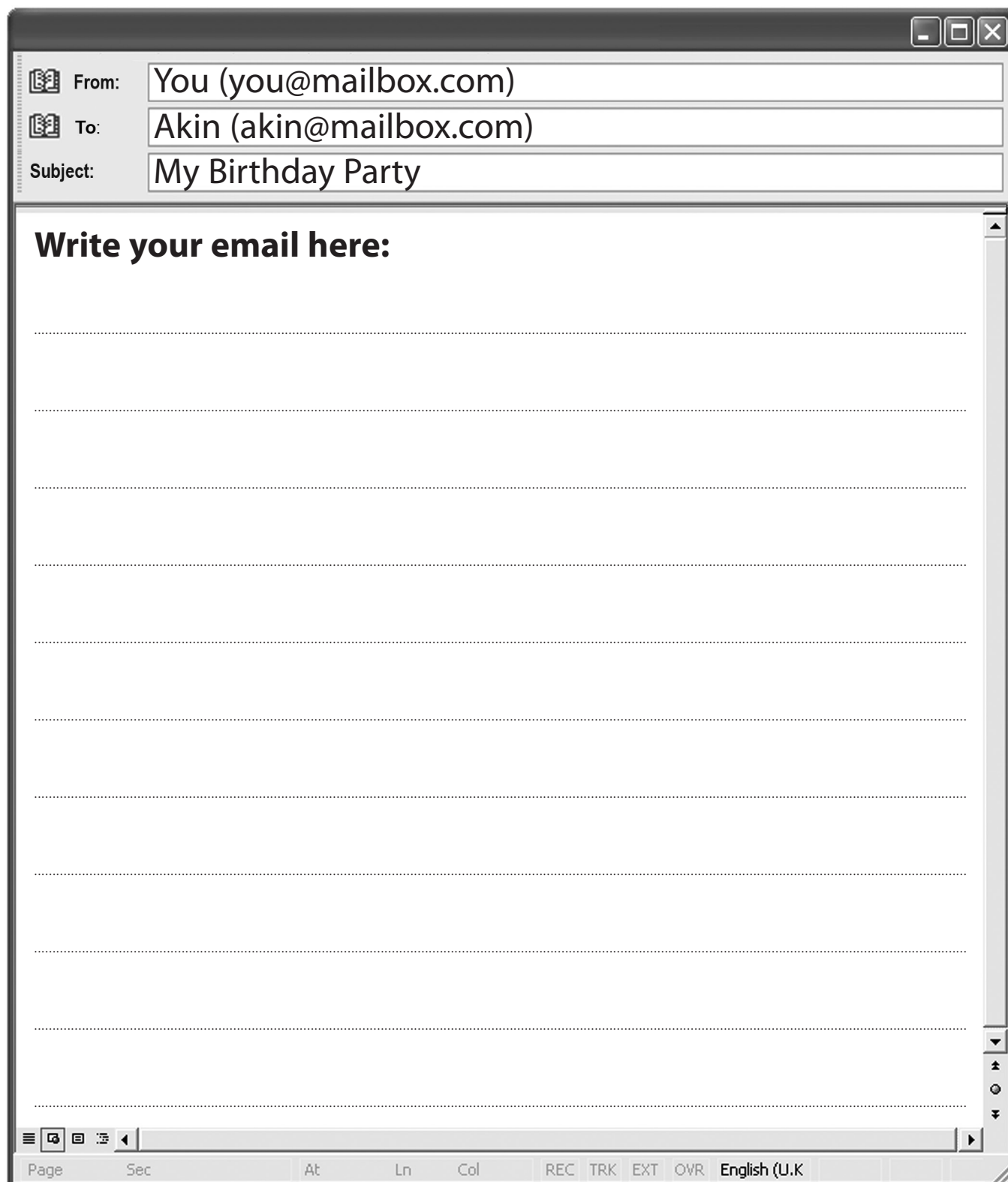
Your friend sends you an email.



Write a reply to this email.

Write 2 or 3 sentences.

Use capital letters and full stops where you need to.



The image shows a simulated email client window. At the top, there are three fields for email headers: 'From: You (you@mailbox.com)', 'To: Akin (akin@mailbox.com)', and 'Subject: My Birthday Party'. Below these fields is a large text area with the prompt 'Write your email here:' and ten horizontal dotted lines for writing. The window has a standard title bar with minimize, maximize, and close buttons. At the bottom, there is a status bar with various icons and text including 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

From: You (you@mailbox.com)

To: Akin (akin@mailbox.com)

Subject: My Birthday Party

Write your email here:

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Page Sec At Ln Col REC TRK EXT OVR English (U.K)

(Total for Task 2 = 6 marks)