

## Edexcel Functional Skills – Entry 3

# English

**Entry 3 Writing**

**Set 3**

Controlled Assessment Material

**Valid from September 2011 to August 2012**

*Turn over ►*

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## Task 1

Last weekend you stayed in a hotel.

You were very disappointed.

There were a number of problems including:

- the cleanliness
- the food
- the staff.

Write a letter to Mrs Kirby, the manager of the hotel, explaining how you feel. Tell her what you think she should do to sort out some of the problems you had.

**You do not need to include addresses.**

**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:**

**Write your final response here:**

**Dear Mrs Kirby**

[illegible]

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

**TASK 2 BEGINS ON THE NEXT PAGE**

## Task 2

You have lost your pet.

Write a notice to go in your local paper.

Make sure that you describe your pet and write about where it was lost.

Give information on how people can contact you if they see your pet.

In your notice 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 notice here:**

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