

Edexcel Functional Skills – Entry 3

English

Entry 3 Writing

Set 1

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Task 1

Writing a letter



You have a job application form to fill in. You need to give the name and address of someone who will give you a reference. This needs to be someone who knows you well from your last school, college or job.

Write a letter to your last tutor or employer to ask if he /she will give you a reference.

In your letter you should include:

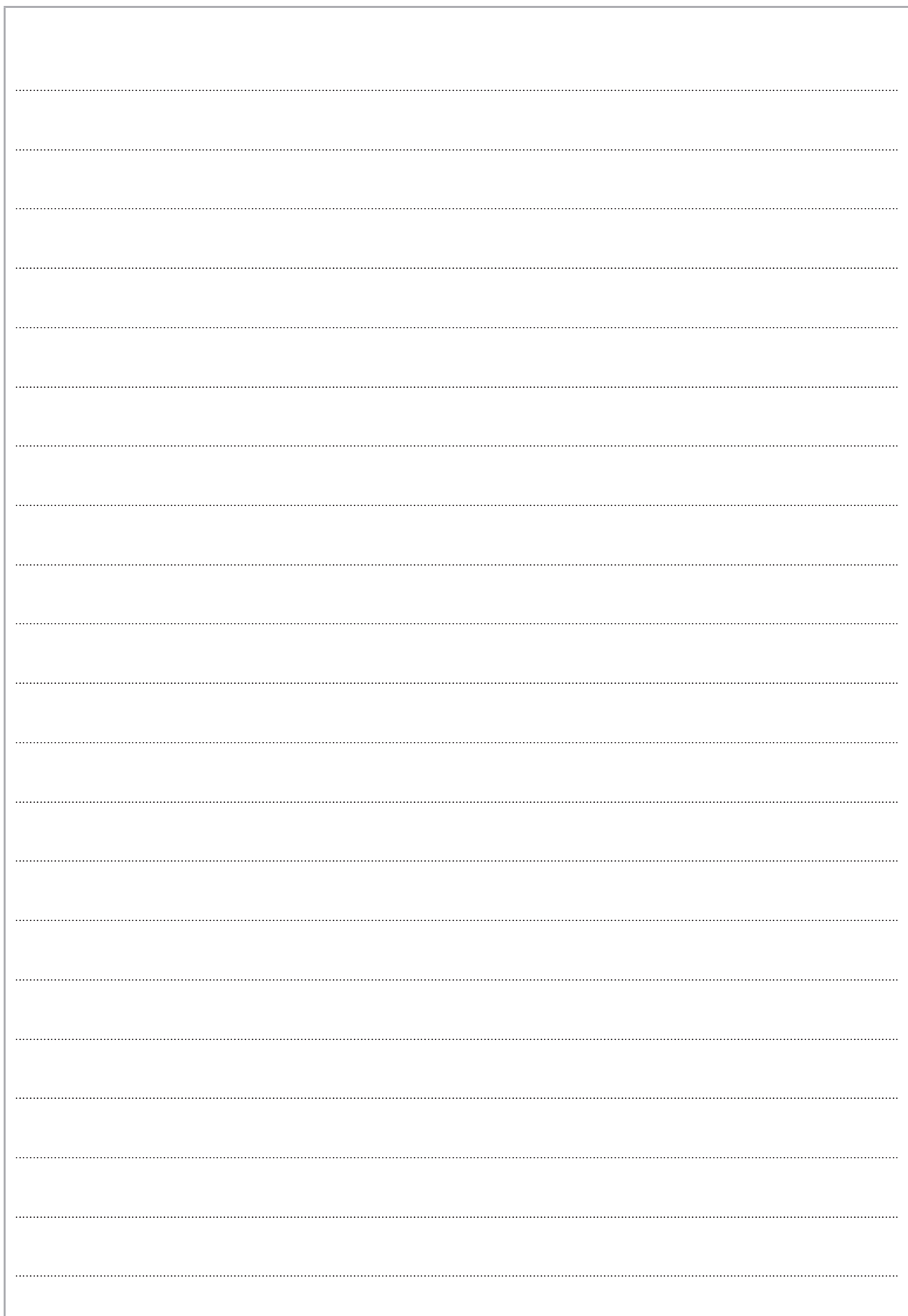
- who you are
- when you were at the school, college or job
- why you are writing
- brief details of the job you are applying for.

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:

A large rectangular box with a thin grey border, containing 25 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

Write your final response here:

Dear

(Total for Task 1 = 12 marks)

Task 2

Writing an Advert



You want to sell your games console and write an advert to put in the local newspaper.

Write an advert describing the games console for sale.

You could include:

- the make of your games console
- the condition/age
- colour/special features
- price
- any games or items included with it.

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 advert here:

A large rectangular box with a solid top and bottom border and dotted horizontal lines inside, intended for writing an advertisement.

(Total for Task 2 = 8 marks)