

Edexcel Functional Skills – Entry 2

English

Entry 2 Writing

Set 1

Controlled Assessment Material

Valid from September 2012 to August 2013

Learner name

Learner signature and date

Turn over ►

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PEARSON

Task 1

You ordered some furniture for your bedroom but when it came it was damaged. You rang the store and were told to send a letter to the manager describing the damage.

Write 3 or 4 sentences to the manager of the furniture store.

You could include:

- what item of furniture you ordered
- details of the damage
- what you want the manager to do about 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.

Task 2

There are two new students joining your course. You send them an email.

Write 3 or 4 sentences to tell them that you will meet them on their first day.

You could include:

- who you are
- where to meet
- what to bring with them.

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 image shows a simulated email composition window. At the top right, there are three window control buttons: a minus sign, a square, and an 'X'. Below these, the header contains three fields: 'From:' with the text 'You (you@youremail.co.uk)', 'To:' with 'New students (newstudents@mailbox.com)', and 'Subject:' with 'Where to meet me'. The main body of the window is a large area filled with horizontal dotted lines for writing. At the bottom, there is a status bar with several icons on the left and a scroll bar on the right. The status bar contains the following text from left to right: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

(Total for Task 2 = 10 marks)