

Edexcel Functional Skills – Entry 3

English

Entry 3 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

Your tutor/trainer would like your group to visit a number of different work places during the summer term.

He/she asks you to choose a work place and to write to the manager to find out if it would be possible for your group to make a visit.

Write a letter to the manager of the chosen work place that you would like your group to visit.

In your letter you could include:

- why you are writing
- brief details of your course/training
- why your group would like to visit that work place
- when your group would like to visit
- how many people there are in the group.

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 solid top and bottom border and a dotted line for the left and right sides, containing 25 horizontal dotted lines for writing.



Total for Task 1: 12 marks,

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

You have just been to see a new film which was released last week. Your friend wants to know about the film and if it is worth going to see.

Write an email to your friend to describe the film.

You could include:

- the title of the film
- what it was about
- how long it was
- how the film made you feel at the end
- whether or not you would recommend the film.

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.

The screenshot shows a classic email client interface. At the top, there are three fields for composing an email: 'From:' with the text 'You (you@youremail.co.uk)', 'To:' with 'My friend (myfriend@mailbox.com)', and 'Subject:' with 'New film'. The main body of the window is a large, empty area with horizontal dotted lines for typing. On the right side, there is a vertical scrollbar. 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)'.

ENTRY 3 WRITING SET 1