

# Edexcel Functional Skills – Entry 3

## English

### Entry 3 Writing

### Set 3

Controlled Assessment Material

**Valid from September 2012 to August 2013**

Learner name

Learner signature and date

Turn over ►

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## Task 1

You live near a school. The traffic on your road is very busy and there are the following problems:

- cars go too fast
- drivers park on the pavement
- some drivers double park while they are collecting their children from school

Write a letter to Mrs Slade, Head of Traffic and Roads at your local council, explaining the problems.

Tell her what you think she could do to help solve the problems you have.

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

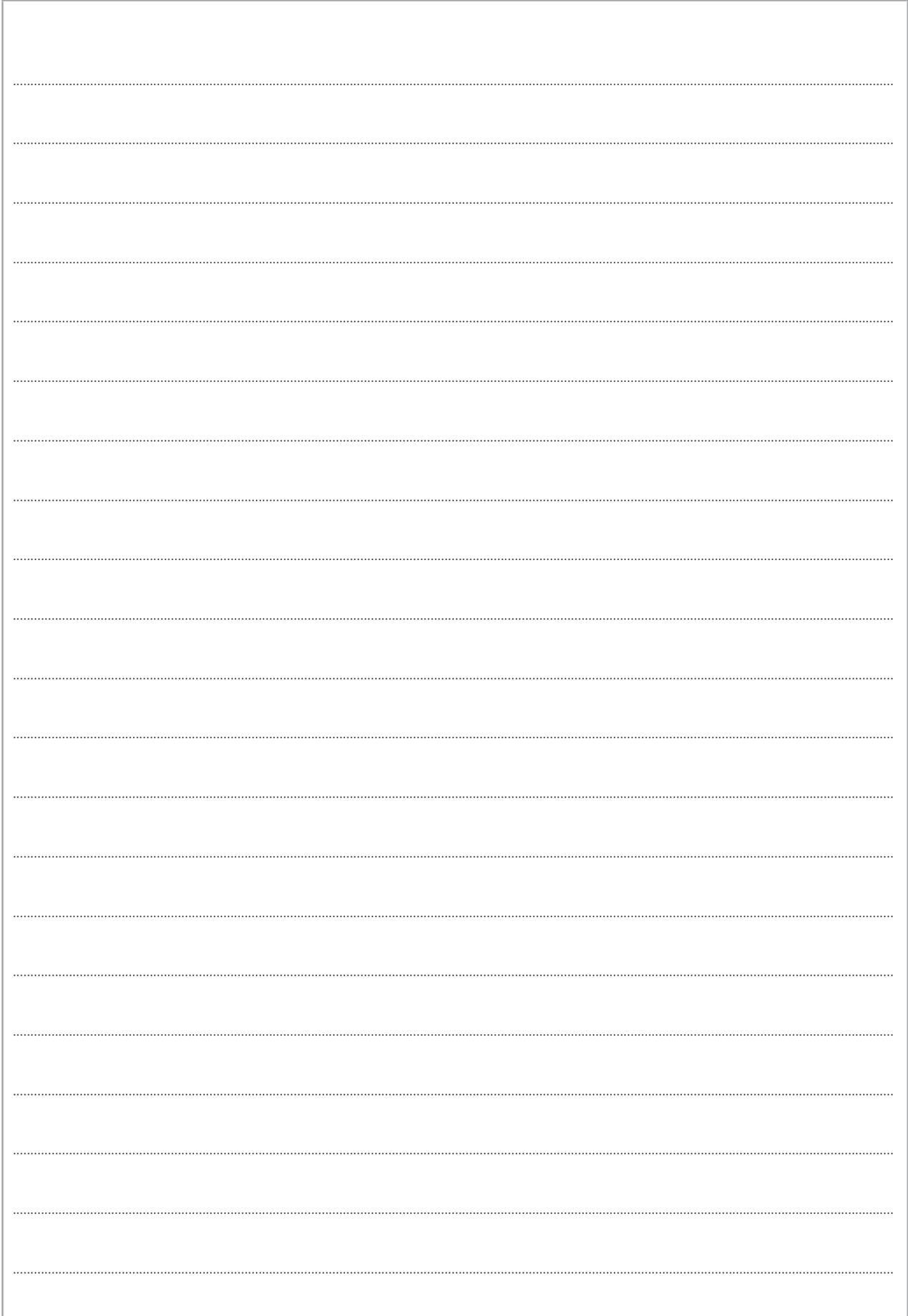
**Plan and draft your writing before you write your final response.**

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:**

A large rectangular box with a solid 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 Mrs Slade**

A large rectangular box containing 25 horizontal dotted lines for writing.

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

**TASK 2 BEGINS ON THE NEXT PAGE**

## Task 2

You are going on a walk to raise money for a local charity.

Write an email to your friends to ask if they will join you on the walk.

Remember to tell them:

- when the walk is
- how long it will take
- to wear walking shoes and water proofs

In your 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 email here:

The image shows a simulated email composition window. At the top right, there are three window control icons: a minus sign, a square, and an 'X'. Below these, the header fields are as follows:

- From:** You (you@mailbox.com)
- To:** Your friend (friend@mailbox.com)
- Subject:** Walk for charity

The main body of the window is a large rectangular area filled with horizontal dotted lines, intended for writing the email content. At the bottom of the window, there is a status bar with several icons on the left and the following text on the right: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, English (U.K).

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