

Edexcel Functional Skills – Entry 2

English

Entry 2 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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PEARSON

Task 1

Your friend, Samir, is not well. He has missed a week of lessons.

You send him a 'Get Well' card.

Write 3 or 4 sentences to wish him well.

Tell him about the lessons he has missed.

Say when you are going to visit him.

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 card here:

A large rectangular box with a solid border, containing 25 horizontal dotted lines for writing.

(Total for Task 1 = 10 marks)

Task 2

You are on holiday with friends.

You are staying in a hotel.

You can see the sea from your window.

The weather is cold and rainy.

Send an email to your friend, Maggie, about your holiday.

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 fields are as follows:

- From:** You (you@mailbox.com)
- To:** Maggie (maggie@mailbox.com)
- Subject:** My holiday

The main body of the window is a large rectangular area with horizontal dotted lines for writing. At the bottom of the window, there is a status bar with several elements:

- On the left, there are icons for a menu, a speech bubble, a document, and a refresh symbol, followed by a left-pointing arrow.
- In the center, there are labels: Page, Sec, At, Ln, Col.
- On the right, there are labels: REC, TRK, EXT, OVR, and English (U.K).
- On the far right, there is a right-pointing arrow.

(Total for Task 2 = 10 marks)