

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 Writing

Set 1

Controlled Assessment Material

Valid from September 2013 to August 2014

Learner name

Learner signature and date

Turn over ►

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PEARSON

Task 1

The local primary school does not have a crossing patrol or zebra crossing near it. You are worried for the safety of the children as it is difficult to cross the road by the school. There are always parked cars and people drive their vehicles very fast along that road. There have already been a few minor accidents.

Write a letter to Mr Shaw at the council to tell him about your concerns and to ask the council to do something about it.

In your letter you should include:

- why you are writing
- some details of the problems in the road by the school
- what you would like the council to do.

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 area with rounded corners, containing 25 horizontal dotted lines for writing.

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

Hillside Craft and Outdoor Centre

Activity holidays for groups and families

Weekend breaks, 7 day or 14 day holidays

Choose from a range of craft activities in our studios such as pottery, bead making, painting. For the more adventurous, try our outdoor activities such as water sports, rock climbing, quad biking or horse riding.

Email Jamie our activity manager and he will put together an activity holiday for you and your group or family.

Write an email to Jamie to describe the type of activity holiday you would like for your group or family.

In your email you could include:

- types of activities you would like
- the number and ages of people in the group or family
- whether people in your group or family are beginners or have some experience of the activities
- length of your holiday.

Write in 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@youremail.co.uk
- To:** Jamie@hillsideactivitycentre.biz
- Subject:** Activity Holiday

The main body of the window is a large, empty area with horizontal dotted lines for writing. On the right side of this area, there is a vertical scrollbar with a small triangle at the top and a vertical line with a downward-pointing arrow at the bottom. At the bottom of the window, there is a status bar with several icons on the left (a list icon, a document icon, a refresh icon, and a left arrow) and a right arrow. 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 = 8 marks)