

Pearson Edexcel Functional Skills – Entry 2

English

Entry 2 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

Your local magazine is running a competition to find the most popular place to eat in your town. They want you to enter and vote for your favourite cafe, restaurant or takeaway.

Fill in the form and write 3 or 4 sentences about your favourite place to eat.

You could write about:

- the type of place
- the food
- the staff and service.

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.

Fill in the form.

Favourite Eating Place

Name of your favourite cafe, restaurant or takeaway:

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Write 3 or 4 sentences to describe your favourite eating place.

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(Total for Task 1 = 10 marks)

Task 2

Your centre has set up links with a centre in another country.

Some of their learners are coming on a visit and want to know what is good about your centre.

Write an email to the learners to introduce yourself and to tell them about your centre.

Write 3 or 4 sentences.

You could include:

- who you are
- where your centre is
- what is good about the courses and the staff
- what is good about the canteen and the food
- any clubs there are at your centre.

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@youremail.co.uk
- To:** learners@mailbox.biz
- Subject:** Our centre

The main body of the window is a large rectangular area filled with horizontal dotted lines, intended for writing the email content. On the right side of this area, there is a vertical scrollbar with a small triangle at the top and a downward-pointing arrow at the bottom. At the bottom of the window, there is a status bar with several fields: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and English (U.K.). To the left of these fields are several small icons, including a list icon, a speech bubble icon, a document icon, and a left-pointing arrow.

(Total for Task 2 = 10 marks)