

Edexcel Functional Skills – Entry 2

English

Entry 2 Writing

Set 2

Controlled Assessment Material

Valid from September 2013 to August 2014

Learner name

Learner signature and date

Turn over ►

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Task 1

You want to have a party.

You want to book a room at your local community centre.

Write an email to the manager to book a room. You should write 3 or 4 sentences.

You could include:

- the day/time you want to book the room
- why you want to book it
- if you want food.

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.

[illegible]

(Total for Task 1 = 10 marks)

Task 2

The community centre puts on dance, music and comedy nights.

The manager wants people to fill in a form about what they would like to see. Write 3 or 4 sentences on the form.

You could include:

- what you would like to see
- why this would be good.

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 to say what you would like to see.

Community Centre Form

(Total for Task 2 = 10 marks)