

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 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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PEARSON

Task 1

Your local council has set up an online form for people to give their views about public transport.

Fill in the form to give your views on public transport in your area.

On your form you could include:

- when you use public transport
- what you like and dislike about it
- what the council could do to improve public transport.

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 horizontal dotted lines for writing. The box is empty and occupies most of the page area below the instruction.

Write your final response here:

Online Form

Give your views on public transport here.

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(Total for Task 1 = 12 marks)

TASK 2 BEGINS ON THE NEXT PAGE

Task 2

You are a member of a local sports club. You want your friend to join so that you can play sport together.

Write an email to your friend to tell him/her about the club.

In your email you could include:

- what you can do at the club
- why you like the club
- why you think he/she should join.

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:



An email composition window with a dark title bar containing minimize, maximize, and close buttons. The window has three input fields at the top: 'From:' with the text 'You (you@youremail.com)', 'To:' with 'Your friend (friend@mailbox.com)', and 'Subject:' with 'Sports Club'. Below these fields is a large text area with horizontal dotted lines for writing. At the bottom of the window is a status bar with icons on the left and a series of labels: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'.

From: You (you@youremail.com)

To: Your friend (friend@mailbox.com)

Subject: Sports Club

Page Sec At Ln Col REC TRK EXT OVR English (U.K)

(Total for Task 2 = 8 marks)