

## Pearson Edexcel Functional Skills – Entry 3

# English

## Entry 3 Writing

### Set 2

Controlled Assessment Material

**Valid from September 2016 to August 2017**

Learner name

Learner signature and date

### Instructions

- Use blue or black ink. Do not use pencil.
- Write your answers in the spaces provided. There may be more space than you need.

### Information

- There are 12 marks available for Task 1.
- There are 8 marks available for Task 2.
- You may use a dictionary.

### Advice

- Read each task carefully.
- Make sure you know what to do before you write your answers.  
If you are not sure, ask.
- Check your work carefully after finishing each task.
- Use clear English and present your answers carefully.
- Remember to:
  - write neatly
  - write in complete sentences
  - use at least two joining words (conjunctions), for example: and, as, but, or
  - check your spellings
  - use capital letters, full stops and question marks where you need to.

Turn over ►

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## Task 1

### Writing competition

Your local newspaper is holding a writing competition.

The topic is 'A good friend'.

**Write your entry describing someone who has been a good friend to you.**

In your competition entry you could include:

- the name of your friend
- why he/she is a good friend
- what you have in common with your friend
- what you like about your friend.

**Plan and draft your writing before you write your final response.**

In your final response write complete sentences using joining words (conjunctions), for example: and, as, but, or.

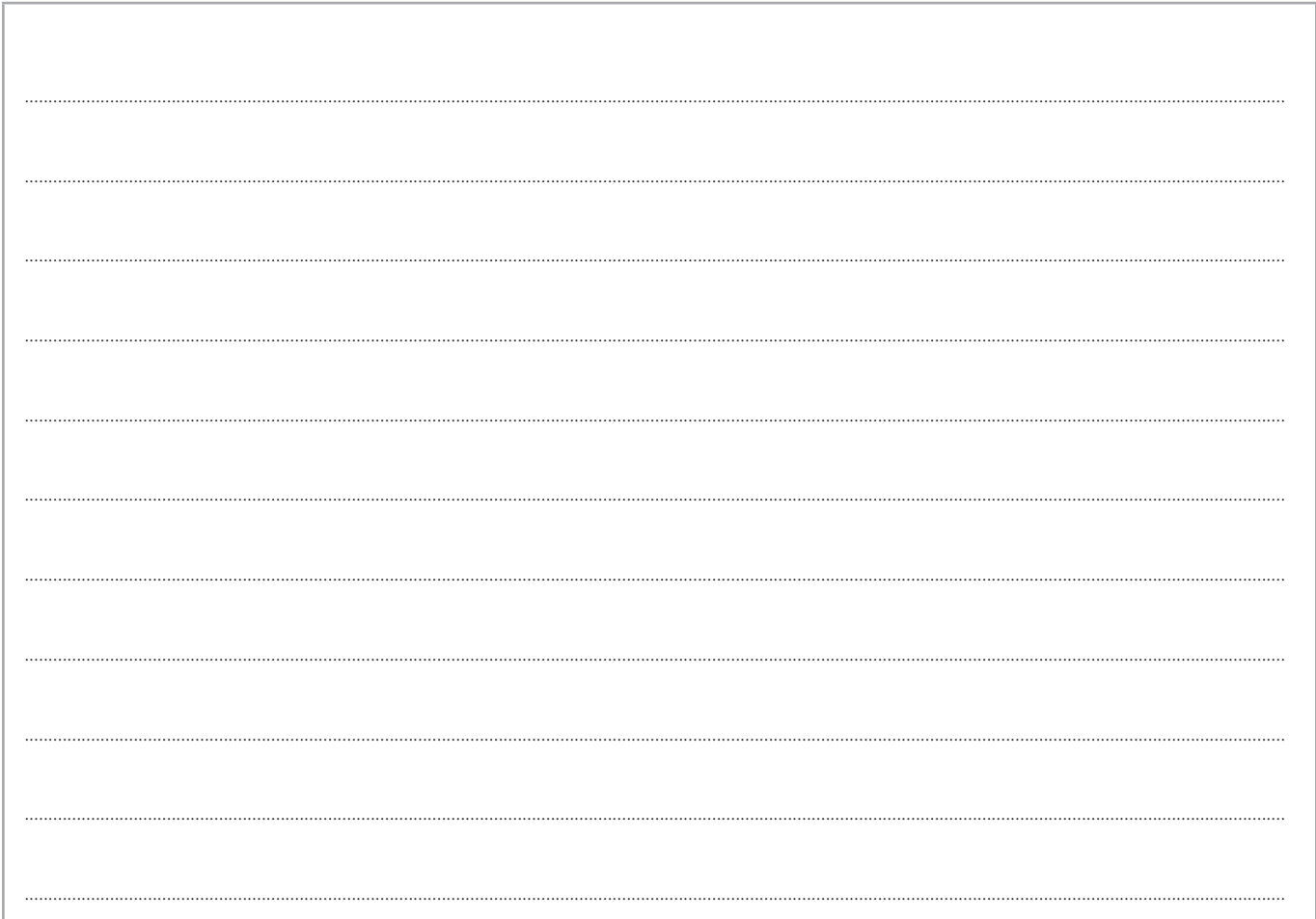
**Check your spellings.**

**Remember to use capital letters, full stops and question marks where you need to.**

**Plan here:**



**Write your draft here:**



**Write your final response here:**

A large rectangular box with a solid black border, containing 20 horizontal dotted lines for writing.

**(Total for Task 1 = 12 marks)**

**TASK 2 BEGINS ON THE NEXT PAGE**

## Task 2

The restaurant at your learning centre has a new manager.

She would like to have your ideas about how she could improve the lunch menu.

### **Write an email to the Restaurant Manager.**

In your email you could include:

- how often you have lunch in the restaurant
- the type of dishes you would like to see on the lunch menu
- any other ideas to improve the lunch menu.

Write complete sentences using joining words (conjunctions), for example: 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 contains three fields: 'From:' with the text 'you@youremail.biz', 'To:' with 'restaurantmanager@mailbox.com', and 'Subject:' with 'Lunch menu'. The main body of the window is a large rectangular area filled with horizontal dotted lines for text entry. At the bottom of the window, there is a toolbar with several icons (list, print, undo, redo) and a status bar. The status bar includes labels for 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K)'. On the right side of the body area, there are vertical scroll arrows and a circular refresh icon.

**(Total for Task 2 = 8 marks)**