

Pearson Edexcel Functional Skills – Entry 2

English

Entry 2 Writing

Set 2

Controlled Assessment Material

Valid from September 2014 to August 2015

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 10 marks available for each task.
- You may use a dictionary.

Advice

- Read each question 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 conjunctions (joining words, 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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PEARSON

Task 1

Your school/college/workplace is raising money for charity.

You want to help by packing bags at the local supermarket. Write an email to the manager to ask if you can do this.



You should write 3 or 4 sentences.

You could include:

- the day/time you want to pack bags
- what you are raising money for.

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 are three input fields for the email header:

- From:** You (you@youremail.com)
- To:** (manager@mailbox.com)
- Subject:** Bag packing

The main body of the window is a large text area with horizontal dotted lines for writing. On the right side of this area is a vertical scrollbar. At the bottom of the window is a status bar with several fields: Page, Sec, At, Ln, Col, REC, TRK, EXT, OVR, and English (U.K).

(Total for Task 1 = 10 marks)

Task 2

The supermarket manager is happy for you to pack bags.

Now you need people to help.

Write 3 or 4 sentences for your school/college/workplace magazine asking for people to help.

You could include:

- the supermarket details
- the date and time
- why people should help.

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 sentences here.

Handwriting practice area with 20 horizontal dotted lines for writing.

(Total for Task 2 = 10 marks)