

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 Writing

Set 3

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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PEARSON

Task 1

You received a present from a relative who you last saw a long time ago.

Write a letter to thank your relative for the present.

In your letter you could include:

- why you are writing
- what the present is
- why it is a good present
- a question asking something about your relative.

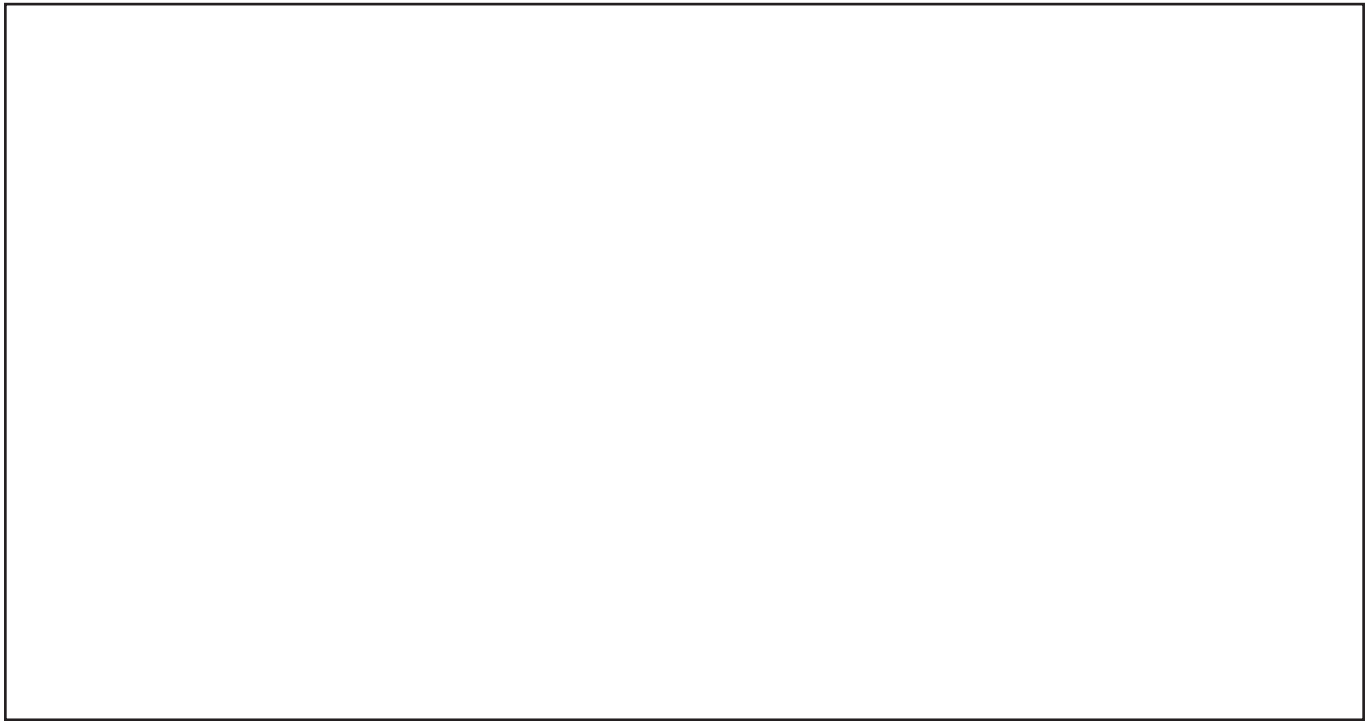
Plan and draft your writing before you write your final response.

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:



TASK 2 BEGINS ON THE NEXT PAGE

Task 2

You are looking for a part-time job.

You need to fill in the online form to say what you can do.

Give examples of the kind of work you may be looking for, such as gardening, childcare, painting and decorating, customer service or retail.

You could include:

- what work you can do
- your skills or qualifications
- any experience you have
- when you can work.

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.

Fill in the form here:

The image shows a software window titled "Form" with a standard operating system window border (minimize, maximize, close buttons). Inside the window, there is a tab labeled "Form". Below the tab, there is a text input field with the label "Name:". Below the input field, there is a large area with the instruction "Give details of what you can do:" followed by approximately 18 horizontal dotted lines for writing. At the bottom of the window, there is a status bar with icons for home, search, and back, and a text area containing "Page Sec At Ln Col REC TRK EXT OVR English (U.K)".

(Total for Task 2 = 8 marks)