

Pearson Edexcel Functional Skills – Entry 1

English

Entry 1 Writing

Set 1

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 6 marks available for each task.
- 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.
- Use clear English and present your answers carefully.
- Check your work carefully after finishing each task.
- Use capital letters and full stops where you need to.

Turn over ►

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PEARSON

Task 1

You want to learn to cook.
You find a class to join.

Fill in the form.

Check your spellings.

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



Learn to Cook Classes

Full name:

House/Flat number:

Street name:

Town:

Postcode:

Phone number:

Please write 2 or 3 sentences to tell us what food you want to learn to cook and why.

(Total for Task 1 = 6 marks)

Task 2

You plan a day trip to the seaside.

Your friend is going with you.

Write an email to your friend.

- Tell your friend when the day trip is.
- Tell your friend how you will travel to the seaside.

Write 2 or 3 sentences.

Check your spellings.

Remember to use capital letters and full stops where you need to.



Write your email here.

The screenshot shows a classic email composition window. At the top, there are three fields: 'From:' with the value 'you@mailbox.biz', 'To:' with the value 'yourfriend@mailbox.biz', and 'Subject:' with the value 'Day trip'. Below these fields is a large, empty text area for the email body, which has horizontal dashed lines indicating where to type. The window has a standard title bar with minimize, maximize, and close buttons. At the bottom, there is a status bar with various indicators: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K.)'.

(Total for Task 2 = 6 marks)