

Saturday job

Functional English writing task

Name _____ Date _____

TASK

You want a Saturday job.

You want to work in a local pet shop.

Write a letter to the manager, Tom Smith, asking if he has any vacancies.



Part 1 (page 2)

Plan your writing before you write your final letter.

You could include:

- your experience with animals
- why you want to work in a pet shop
- why you would be good at the job
- when you are available

Part 2 (page 3)

Write a rough copy (a draft).

Read your rough copy. Make any corrections or changes.

Part 3 (page 4)

In your final version you must

- Use paragraphs.
- Write proper sentences. Use conjunctions in some of your sentences.
E.g. **and, as, but, because, or, although, if.**
- Use capital letters and full stops correctly.
- Check your spelling and grammar.

Part 4

Complete this check list before you hand in your work.

Conjunction box

I have used ____ paragraphs

I have used ____ different conjunctions.

I have only used one conjunction in each sentence. ____

I have planned my work using a _____.

I swapped my draft (page 3) work with _____ and he/she has checked it for spelling, grammar and punctuation. **Signature of checker:** _____

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Part 1: planning

Use the space below to plan your work.

Use one of the following:

- a mind map or spidergram
- an ordered list of key points
- a finger – map (draw round your hand and use the outline of your 4 fingers and thumb to plan your paragraphs)

A large, empty grey rectangular area provided for planning the writing task.

2 marks (planning)

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Part 2: rough copy

Write a draft below. Check your work carefully. Make any changes that you need to. Give your draft to another student to check. They must then sign the form on page 1.

Dear Mr Smith,

2 marks (use of draft, evidence of checking)

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Part 3: final version

Write your final version below. You do not need to add your address.

Dear Mr Smith,

16 marks

(spelling 2, grammar 2, punctuation 4, conjunctions 2, clarity 2, content/detail 2, paragraphs 2)

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Total Marks available = 20

Planning _/2

Draft and evidence of checking work _/2

Spelling _/2

Grammar (tense, S-V agreement) _/2

Capital letters _/2

Full stops _/2

Sentence structure / conjunctions _/2

Content / appropriate level of detail _/2

Clarity _/2

Logical organisation / paragraphs _/2

TOTAL

Tutor Comments
