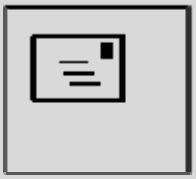
To:

Subject:

Name _____ Date _____

skills workshop



From **You** (yourname@youmail.co.uk)

To... Your friend 1 (friend1@college.ac.uk)

Cc... Your friend 2 (friend2@office.co.uk)

Subject:

Name _____ Date _____

To:

Cc:

Subject:

Name _____ Date _____

To:

Cc:

Subject:

Name _____ Date _____

To:

Subject:

Name _____ Date _____

To:

Subject:

Name _____ Date _____

To:

Subject:

To:

Subject:

Name _____ Date _____

From **You (yourname@youmail.co.uk)**

To...

Cc...

Subject:

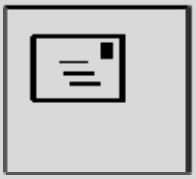
Write proper sentences using conjunctions.

E.g. **and, as, but, because, or, although, if.**

You must use capital letters and full stops correctly.

Check your spelling, punctuation and grammar.

Name _____ Date _____



To...

Cc...

Subject:

Now check your work for:

- capital letters and full stops
- proper sentences
- spelling and grammar
- paragraphs

Name _____ Date _____

To...

Cc...

Subject:

Now check your work for:

- capital letters and full stops
- proper sentences
- commas and apostrophes
- spelling and grammar
- paragraphs and logical order

Name _____ Date _____

Email writing templates for Functional Skills English

Teaching notes and curriculum mapping

A set of templates for all levels. Pick and choose to suit your learners. Some suggestions below.

Page 1 – E1-L2
Page 2 – E3-L2 (with email addresses, preventing learners from wasting time making up their own!)
Page 3 – E3-L2 (identical to page 1 except it has a CC box)
Page 4 – E3-L2 (identical to page 3 but with a plain white background)
Page 5 – E1-E2 (identical to Page 1 but fewer lines, and therefore less intimidating!)
Page 6 – E1-E2 (identical to page 5 but with a plain background and only one space learners name)
Page 7 – E2-E3 (focuses on using conjunctions)
Page 8 – E3-L1 (proof reading tips suitable for E3-L1)
Page 9 – L2 (proof reading tips aimed at L2)

Tip: Page 5 has two learner name spaces so can be cut in half to save paper. Page 6 is useful if you want a learner to draft an email and then rewrite a final, checked version.

Functional Skills English mapping
Coverage and range statements provide an indication of the type of content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent (school) National Curriculum levels and the Adult Literacy standards. *All the Functional Skills Writing coverage and range statements can be reinforced or assessed whilst using this resource. Exact coverage will vary with the student group and how the resource is used by the teacher. Each level subsumes previous levels so do not ignore the skills in lower levels.* **Reference:** Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2.* http://www.ofqual.gov.uk/
WRITING Coverage and Range statements
Entry Level 1 Write short, simple sentences
a) Use written words and phrases to present information b) Construct simple sentences using full stops c) Spell correctly some personal or very familiar words
Entry Level 2 Write short texts with some awareness of the intended audience
a) Use written words and phrases to record and present information b) Construct compound sentences using common conjunctions c) Punctuate correctly, using upper and lower case, full stops and question marks d) Spell correctly all high frequency words and words with common spelling patterns
Entry Level 3 Write texts with some adaptation to the intended audience
a) Plan, draft and organise writing b) Sequence writing logically and clearly c) Use basic grammar including appropriate verb-tense and subject-verb agreement d) 4 Check work for accuracy, including spelling
Level 1 Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience
a) Write clearly and coherently, including an appropriate level of detail b) Present information in a logical sequence c) Use language, format and structure suitable for purpose and audience d) Use correct grammar, including correct and consistent use of tense e) Ensure written work includes generally accurate punctuation / spelling & that meaning is clear
Level 2 Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively
a) Present information on complex subjects clearly and concisely b) Present information/ideas concisely, logically, and persuasively c) Use a range of writing styles for different purposes d) Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively e) Punctuate written text using commas, apostrophes and inverted commas accurately f) Ensure written work is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning

* This resource also underpins many adult literacy curriculum http://www.excellencegateway.org.uk/sflcurriculum elements.