

Name \_\_\_\_\_ Date \_\_\_\_\_

## Letters, notes and cards

### Words to help you

See you soon,	Good luck with your driving test.
Best wishes,	Hope you pass.
Lots of love,	Hope you have a good birthday,
Have a great day!	Hope you feel better soon,
Good luck!	Hope you get well soon,
From your friend _____	

### Fill in the missing vowels (a, e, i, o, u)

L \_ t s of l \_ v e fr \_ m y \_ \_ r fr \_ \_ n d M a r k .

H \_ p e y \_ \_ f e e l b e t t e r s \_ \_ n .

H \_ v \_ a v e r y h \_ p p y b \_ r t h d \_ y .

G \_ \_ d l \_ c k w \_ t h y \_ \_ r n e w j \_ b .

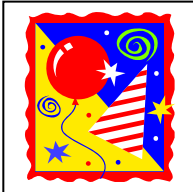
Name \_\_\_\_\_ Date \_\_\_\_\_

## Letters, notes and cards

### Invitations

Dear **Ben**,

I am having a party on **December 7<sup>th</sup>** from **8** till **late** at



**The Bell Inn, Niton.**

Please come.

Bring a friend and a bottle.

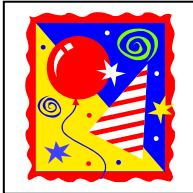
Tel. 01983 522576

You are having a party on January 1<sup>st</sup> 2010.

**Send an invitation to your friend Bill.**

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Name \_\_\_\_\_ Date \_\_\_\_\_


## Letters, notes and cards

### Good luck

 <b>Good luck!</b>	Hi Jack,  Good luck with your driving test.  Hope you pass!  From  Sarah
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Your friend Liz is taking her driving test.


**Send her a note to wish her luck.**

 <b>Good luck!</b>	..... ..... ..... ..... ..... .....
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Name \_\_\_\_\_ Date \_\_\_\_\_

## Letters, notes and cards

### Get well soon

	<p>Sorry to hear you're not well.</p> <p>Hope you feel better soon.</p> <p>See you Friday,</p> <p>From Jane</p>
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Your friend Pat is ill.

**Send her a card to wish her well.**

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Name \_\_\_\_\_ Date \_\_\_\_\_

## Letters, notes and cards

### Happy birthday



Happy Birthday

*To Dan,*

*From Janice.*

Your niece will be three. **Send her a card.**



Happy Birthday. 3 today!

.....

.....

.....



Hi Mum,

Sorry you're not well. Hope you feel better soon.

I will come and see you.

Dave x

Your friend Pat is ill. **Send her a note to wish her well.**



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Name \_\_\_\_\_ Date \_\_\_\_\_

## Letters, notes and cards

### Writing a Letter

Choose the right words.

5 West St.  
Fulham  
London  
10/11/10

**Deer/Dear** Mark,

I am on holiday **on/in** London and thought I would

**write/right** to you. I am having a great **time/tame**.

I am staying with **me/my** friends Joe and Pat. **The/They** are showing me around the city.

Yesterday we **want/went** to the Tower of London, which was very interesting and tomorrow we **will/well** take a boat trip on **the/they** river if it is not raining. So far, the weather **his/has** been very good.

I **hop/hope** it will stay sunny.

Please write if you **hav/have** the time.


Love

Sue

Name \_\_\_\_\_ Date \_\_\_\_\_

## Letters, notes and cards

# Writing Envelopes



Mr & Mrs A J Smith,  
126 Portsmouth Road,  
North End,  
Portsmouth,  
Hants.  
PO4 7DU

Write the following name and address on the envelope below making sure you put each part of the address on a new line:

Mr & Mrs JB Wilson, 63 Victoria Avenue, East Cowes, Isle of Wight,  
PO31 8TJ



Name \_\_\_\_\_ Date \_\_\_\_\_

## Letters, notes and cards

### More practice

(Use separate paper/envelopes for your answers)

1. Your nephew Tom is having a birthday party on 7<sup>th</sup> October at 4pm. He will be six.

**Send an invitation to his friend Billy.**

Your nephew lives at 7 Baker Street, Millbrook, Southampton, S07 4TD.

**Write the envelope.**

2. Your mate Dan is ill. Send him a note to wish him well soon.

3. Your cousin will soon be ten. Send him or her a card.

**Here are some words to help you.**

Hope you get well soon, Will see you soon,

Lots of love, Hope you have a good birthday,

Best wishes, Hope you feel better soon,

See you soon, From your friend\_\_\_\_\_.



## Letters, notes and cards

### Curriculum references

#### Functional English criteria (relevant areas are highlighted)

Entry 2 Skill standard	Entry 2 Coverage and range Ofqual (2009), p7.
<b>Speaking, listening and communication</b> Participate in discussions/exchanges about familiar topics, making active contributions, with one or more people in familiar situations	<ul style="list-style-type: none"> <li>Identify the main points of short explanations and instructions</li> <li>Make appropriate contributions that are clearly understood</li> <li>Express simply feelings or opinions and understand those expressed by others</li> <li>Communicate information so that the meaning is clear</li> <li>Ask and respond to straightforward questions</li> <li>Follow the gist of discussions</li> </ul>
<b>Reading</b> Read and understand straightforward texts that explain, inform or recount information	<ul style="list-style-type: none"> <li>Understand the main events in chronological texts</li> <li>Read and understand simple instructions and directions</li> <li>Read and understand high frequency words and words with common spelling patterns</li> <li>Use knowledge of alphabetical order to locate information</li> </ul>
<b>Writing</b> Write short texts with some awareness of the intended audience	<ul style="list-style-type: none"> <li>Use written words and phrases to record and present information</li> <li>Construct compound sentences using common conjunctions</li> <li>Punctuate correctly, using upper and lower case, full stops and question marks</li> <li>Spell correctly all high frequency words and words with common spelling patterns</li> </ul>
Entry 1 Skill standard	Entry 1 Coverage and range Ofqual (2009), p9.
<b>Speaking, listening and communication</b> Participate in and understand the main points of simple discussions/exchanges about familiar topics with another person in a familiar situation	<ul style="list-style-type: none"> <li>Understand the main points of short explanations</li> <li>Understand and follow instructions</li> <li>Respond appropriately to comments and requests</li> <li>Make contributions to be understood</li> <li>Ask simple questions to obtain specific information.</li> </ul>
<b>Reading</b> Read and understand short, simple texts that explain or recount information	<ul style="list-style-type: none"> <li>Read and understand simple regular words and sentences</li> <li>Understand short texts on familiar topics and experiences</li> </ul>
<b>Writing</b> Write short, simple sentences	<ul style="list-style-type: none"> <li>Use written words and phrases to present information</li> <li>Construct simple sentences using full stops</li> <li>Spell correctly some personal or very familiar words</li> </ul>

**References:** Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2.*

<http://www.ofqual.gov.uk/files/2009-11-functional-skills-criteria-for-english.pdf>

Further functional skills documents available at <http://www.ofqual.gov.uk/2578.aspx>

#### Covers many Entry 1 Adult Literacy Curriculum elements including:

Rt/E1.1	Follow a short narrative on a familiar topic or experience
Rt/E1.2	Recognise the different purposes of texts at this level
Rs/E1.1	Read and recognise simple sentence structures
Rw/E1.1	Possess a limited, meaningful sight vocabulary of words, signs and symbols
Rw/E1.2	Decode simple, regular words
Wt/E1.1	Use written words and phrases to record or present information
Ws/E1.1	Construct a simple sentence
Ww/E1.1	Spell correctly some personal key words and familiar words
Ww/E1.3	Use basic sound-symbol association to help spelling

To obtain an editable Word version of this resource simply send a resource you would like to share to [maggie@skillsworkshop.org](mailto:maggie@skillsworkshop.org)

**THANK YOU**