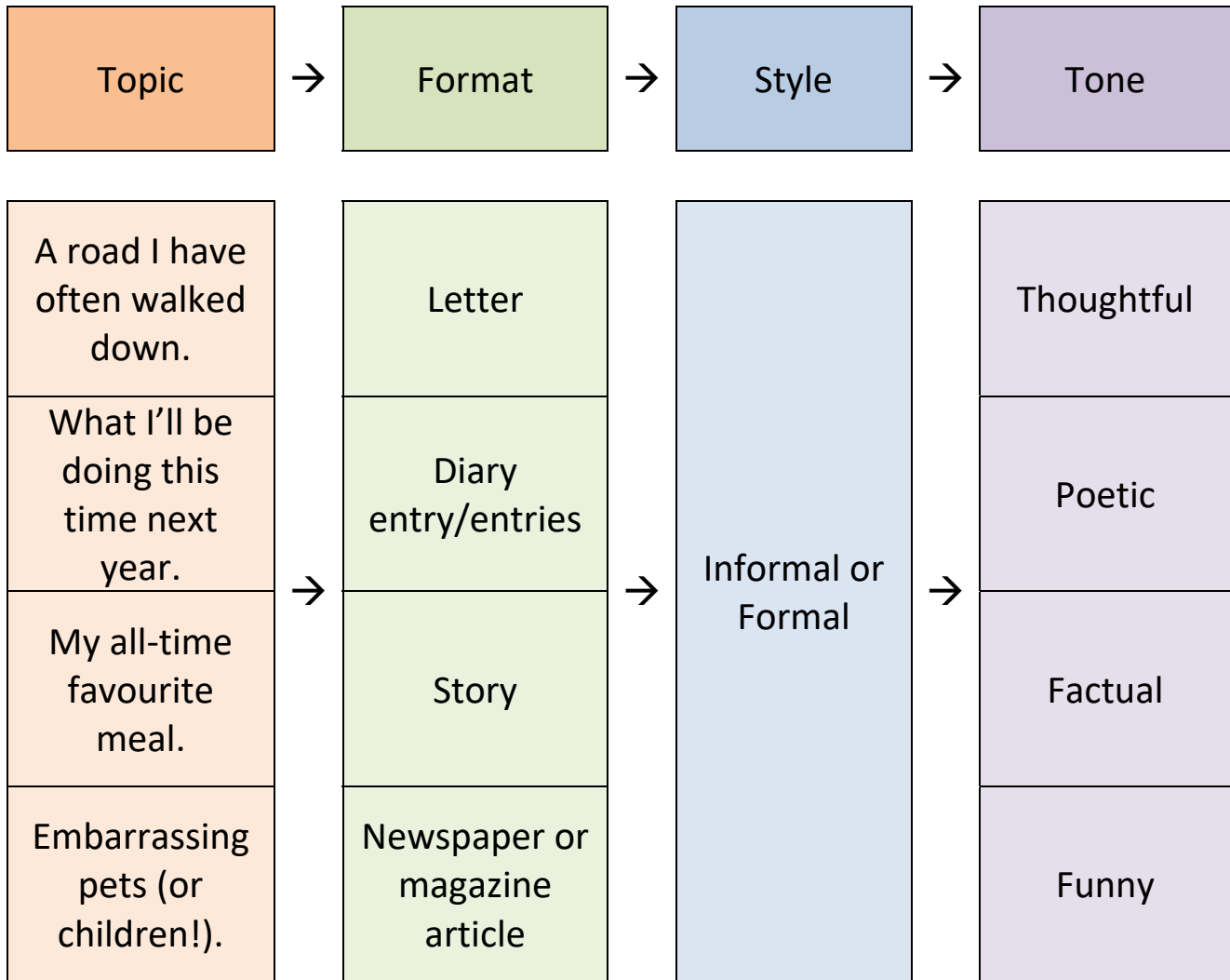


Pick 'n mix writing task

Name _____ Date _____

Complete this task by yourself but ask for help if you need it.

1. Choose a topic, format and appropriate writing style from the table below.
- 2.



3. Plan your writing. How will you start it off? What events will you include? How will it end? Use the space on the next page to plan it out.
4. Write or type your first draft. It doesn't matter about spelling, punctuation or grammar at this stage – just get the ideas down.
5. Proofread your work for mistakes. Share your writing with someone else and ask them for feedback.
6. Write or type out a revised version, correcting your mistakes.

Pick 'n mix writing task



Name _____ Date _____

Planning space

Topic	Format	Style	Tone

You can plan your work however you like – everyone works differently. Do you like to use lists, or mind maps? Does using colour help you to plan? Get a rough outline of what you'll be writing about down on paper below before you start writing.

Pick 'n mix writing task

Teaching notes

Writing: text focus. Levels E3-L2

I used this activity to give learners a writing frame for a piece of creative writing. I wanted them to really think about purpose of text when they are creating it, so they have to pick the format, style and tone of their work and plan it out.

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. ✓ *Indicates the main coverage and range skills that are (or can be) covered in this resource. However, these will vary with the student group and how the resource is used by the teacher.*

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 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) 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 covers many adult literacy elements <http://www.excellencegateway.org.uk/content/etf1286> and is also useful for GCSE English