

### How to use this resource

These exercises can be used as warm ups or as a main teaching focus.

At Entry Level the tutor should lead and help the whole group to identify the mistakes. The tutor should discuss the content and ask the students for other ideas that they would have included in the text.

Dictionary work can be incorporated while looking for the correct spellings. Alongside identifying the mistakes, the tutor may like to rewrite the exercise correctly for the students to copy, thus improving writing skills.

At Levels 1 and 2 students should be encouraged to find homophones and suggest correct punctuation. Students can discuss the use of more complex punctuation such as commas and apostrophes. At Level 2 ask the students to try and make spelling corrections without a dictionary, to give them a challenge.

The different exercises are designed to expose students to a variety of text formats, giving them an idea of the kind of contextual content and the tone of formality or informality to use and include. Discussion on these points can be used to prime those who are unsure of what to include in their own writing work.

Page 2 – Why I would love to win a free dinner (explanation and persuasion)

Page 3 – Formal letter of complaint

Page 4 – Ideal holiday competition (description and persuasion)

Page 5 – Personal statement

Page 6 – My winnings! Email (informal). Also includes a paragraphing exercise

Page 8 – Walking. Email (informal). Also includes a paragraphing exercise

Page 10 - Formal letter requesting a reference

Page 11- Health and safety report

# Proof reading. Dinner for four

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



## Why I would love to win a free dinner for four.

I would love to win the competition to eat at El Mirage restaurant. My friend and I have heard of the reputation of the restaurant and the authentic Middle Eastern cuisine that is served there. We have heard of the excellent service received by people who have visited previously.

I have heard so much about the colorful entertainment that has on each Friday night. I cannot wait to see the belly dancers perform the traditional dance, and to be invited on the stage.

I also look forward to tasting the five-course meal that is going to be a part of the prize and also the free Champaign. I am especially looking forward to the Lamb Kebab that is served in the restaurant. My friends have raved about these dishes in particular! I cannot wait for the explosion of flavours hitting my taste buds and igniting my senses, and to finish with a wash of exquisite old bubbly!

So I should be the person to win this prize. My friends and I will be looking forward to tasting the eastern delights of El Mirage and telling all our friends about our fantastic experience!

# Proof reading. A complaint

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



Rivers Road  
Chelsea  
London  
SW15 RJS

The Manager  
El Mirage  
Wilmslow Road  
London  
SW15 LWG

7/4/2012

Dear Sir

I am writing to complain to you about the meal that I ordered as a price first in a competition at your restaurant. Immediately after the meal two of my friends were violently sick in the taxi. They visited the doctor next day who treated them for food poisoning.

I understand that it must be something particular that they eat has I and my friend Jaya were not ill. I believe it must have been the sea food salad, as neither Jaya nor I had any.

I am asking you to investigate this matter and ascertain why the salad caused the food poisoning. I hope you stop such a matter happening again in the future. I would appreciate a reply regarding this situation and what you intend to do to compensate us for this unfortunate incident?

Yours Sincerely

Mr Dhruv Desai

# Proof reading. Holiday competition

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



## My ideal holiday competition

My ideal holiday would be in one of the Caribbean Islands. I would love to explore the sunny island of Barbados, with its rustic colonial buildings and the lush plantation and to have the opportunity to explore the idyllic lifestyle for a brief moment.

I would love to wake up every morning to the sound of the crystal clear Azure sea on my doorstep. I would be able to drive in and explore the wondrous sea life, while snorkelling. I would love the chance too swim with the turtles in the ocean, watching them swim by, just a fingertip away, as they feed on the food thrown at them to lure them near. I would love to sail on the catamaran, drinking rum punch while resting under the hot glaring sun.

I would like the opportunity to visit the famous rum factory and to try out the free samples of rum and to learn about the history of the factory and to enjoy the entertainment and the enormous feast afterwards.

I have heard so much about the Cara dance and music trope and their amazing show and would love the opportunity to see the history of music portrayed in dance form, from the calypso dances of the slaves to the contemporary music of Rihanna, and I can't wait to take part in the limbo dancing competition! I've heard there are fabulous prizes to be won!

So please, please pick me as the winner as Barbados would be my absolute dream holiday of all times and I would love the opportunity to go there.

# Proof reading. Personal statement

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



## Personal statement for a job

I would like to be considered for the job of Head Shop Assistance, as I have a lot of experience in this field. I have worked in my local newsagent shop where I was responsible for serving customers, manning the till and occasionally supervising people. I have also worked on Saturdays at Kendals as a sales assistance in the electrical department while I was doing my diploma at collage.

I am a very polite individual with excellent interpersonal skills, who is able to put customers at ease. I am very trustworthy as I was often asked to look after the till and to cash up at night time when I worked at Kendals. I am a very punctual individual who can be relied on to be on time.

I had also had experience of supervising staff in a local shop when the owners went on holiday. I was able to make the shop run smoothly in their absence.

With all that I have disclosed above, I would like you to consider me for the above post. I have the right qualities and abilities to would appreciate the opportunity to develop my knowledge and skills further. I look forward to hear from you soon.

# Proof reading. I've won £10,000!

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



- The following e-mail is about winning £10,000 in a competition.
- It has spelling, punctuation and grammar mistakes. Can you find them all?
- The writer has also not separated the work into paragraphs. Can you suggest where these should go by indicating with //.

To: Badboy70@hotmail.com

My winings !

Hi Carl,

Your nevEr gess what as happnd? i enTerEd a competision in a magazine that asked people to rite about what they would do if they won £10,000. So I writed that I would like go to the galapagos Islands in the footsteps of mr darwin! The next thing u nows is I get a fone call from this woman to say I won! Now the excitmen is oVer, i am deciding what to do with the monie.

Firstly, I would by a nice little sekond hand motor, about £2500, then maybe give £500 to me mum foe a holiday. I think i will put about £3500 in an high payin ISA for tWelve months. I mite still have enough to go to the Galapagos Islands! Now I've got all this money, I thought you would like to come over to celebratate with me, marley and her gorgeous freind will be coming I also invited a few friends from work, I think you now who they are. Do you remember that you met jess and pete and carla at the Karaoke night last month! There will be lots of music free booze and also your favourite food, hot dogs! I look forward to seeing you at the party.

Cheers!

Martin

# Proof reading. I've won £10,000!

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



**Rewrite the email.**


# Proof reading. Walking

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



- The following e-mail is about taking up walking every day.
- It has spelling, punctuation and grammar mistakes. Can you find them all?
- The writer has also not separated the work into paragraphs. Can you suggest where these should go by indicating with //.

To: bugsbunny@aol.com

Subject: join me on a wlak everyday

Hi Judy,

My doctor has told me that as part of my daily routine i should take up Walking eVery day. as you now I have had diabetes for a long time, and it seems to be getting worser, so the excercise has help to keep me blood sugar level down. I walk evry day past he canal and I often 'run' into mr jones (ha, ha) who is usually walks his dog. i also See Glenda jogging pass me . I love walkin past the cotage, that is overgorn with ivy and lovely colored flours. I sometimes stopped to pick the herbs that still grow their. I think I Would like to by it and live there sum day.

Anyways how wood you like to come and join me everyday on the run. It will be grate fun, we can have a chat about alsorts of things. I live my house at 5:30pm and go past your house at 5:45. would you like to join me?

Kind regards

Casey



# Proof reading. Walking

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



**Rewrite the email.**


# Proof reading. Reference request

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



59 garstang Road  
toxteth  
Liverpool  
L15 7JX

mr carlyle  
head of Dept, Electronics Engineering  
woodlands FE College  
toxteth  
liverpool  
L20 4XW

19/03/2012

Dear mr carlyle

My name is Angelina dermot and I was a pupill at your collage until the summer of 2011. My personel tutor in the finial year was Mrs Corrigan, who also taught me Electronics. is she still teaching at the college.

I am writing to ask if mrs Corrigan or you wood be willin to give me a refrence for a job that I am applying for with tentorium Ltd. They are a frim that manufacture Hadron chips for the animatronics used in many media special effects.

They are likely to be particularley interested in my abilitys and intrests related to the electronics course that I did at the college as these are the very skills that are required for this paticular job.

I hope to hear from you or mrs Corrigan very soon. Thankin you in antisipation.

Yours Sincerely

Miss Angelina dermot

# Proof reading. Report

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



## Report

This report has been compiled by Miss Charlenie Desai, under the instruction of the Health and Safety Committee for Bambino High School.

The report found that on inspection of the 6 classrooms in the school, 4 were deemed dangerous. The following paragraphs detail the problems.

### Classroom 1

The blinds in the classroom were hanging from their brackets and may cause hazard or danger to two children should they break off and fall. There was a wooden table that had split and had observable splinters sticking out of it. This was likely to cause danger to a child.

### Classroom 2

This was the designated ICT room and had visible cables running across the floor that a child could trip over. There was also the possibility of electrocution, as the cable casing was worn and the copper wire was exposed.

### Classroom 3

The bookcase in the library corner has a shelf that was loose. This could have led to the books falling on the children and causing some sort of injury. The blackboard had a tear in it and is not fit for purpose, as the teachers are unable to use it.

### Classroom 4

This is the area used for gym classes and again there were several causes for concern. Several areas of the wooden flooring had come apart and had not been replaced. The mat on the wooden horse had tears in it preventing it from being used.

### Recommendations

It is recommended that the blinds in room 1 are fixed and the damaged table is removed and replaced with a newer table.

The cable in room 2 should be pinned away at the back of the computer desk. The exposed cable should be replaced immediately with a new cable.

The bookshelf should be secured in classroom 3 and the blackboard should be replaced.

In classroom 4 the wooden floor does not necessarily need replacing completely, but it should be re-laid and the missing bits replaced. The wooden horse needs to be refurbished or replaced.

These recommendations should be carried out over the next month with the cables and the floor being of the utmost priority.

*charlenie desai*

01/06/11

## Proof reading **Answers**

### Why I would love to win a free dinner for four

I would love to win the competition **to** eat at El Mirage restaurant. My **friend** and I have heard of the **reputation** of the **restaurant** and the authentic Middle Eastern cuisine that is served **there**. We have **heard** of the **excellent** service **received** by people who have visited previously.

I **have** heard so much about the **colourful** entertainment that is on each Friday night. I cannot wait to see the belly dancers perform the traditional dance, and to be invited on to the stage.

I also look forward to tasting the five **course** meal that is **going to be** a part **of** the prize and also the free **Champagne**. I am especially **looking** forward to the Lamb Kebab that is served in the restaurant. **My** friends have raved about **this** dish in particular! I **cannot** wait for the explosion of flavours **hitting** my taste buds and igniting my senses, and to finish with a wash of exquisite old bubbly!

So, I **should** be the person to win this prize. My friends and I will be looking forward **to** tasting the eastern delights of El Mirage and **telling** all our friends about **our** fantastic experience!

109 Rivers Road  
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SW15 RJS

The Manager  
El Mirage  
Wilmslow Road  
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SW15 LWG  
7/4/2012

Dear Sir

I am **writing** to complain to **you** about the meal that I **won as** a first **prize** in a **competition** at your restaurant. Immediately after the meal, **two** of my friends were violently sick in the taxi. They visited the doctor the next day, **who** treated them **for** food poisoning.

I understand that it must be **something** particular that they **ate, as** my friend Jaya and I were not ill. I believe it must **have** been the sea food salad, as neither Jaya nor I had any.

I am **asking** you to investigate this matter and ascertain why the salad caused the food **poisoning**. I hope you stop such a matter happening again in the **future**. I **would** appreciate a reply regarding **this situation** and what you intend to do **to** compensate us for this unfortunate incident?

Yours **Faithfully**  
Mr Dhruv **Desai**

# Proof reading **Answers**

## **My ideal holiday competition**

My ideal holiday **would** be in **one** of the Caribbean **Islands**. I would love to explore the sunny island of Barbados, with **its** rustic colonial buildings and the lush plantation and **to** have the opportunity to explore the idyllic **lifestyle** for a brief moment.

I would love to wake up **every morning** to the sound of the crystal clear **azure** sea on my doorstep. I would be able to **dive** in and explore the wondrous sea life, while **snorkelling**. I would love the chance **to** swim with the turtles in the ocean, watching them swim by, just a fingertip away as they **feed** on the food thrown **at** them to lure them near. I would love to sail on the catamaran, drinking rum punch while resting under the hot glaring sun.

I would like the opportunity to visit the **famous** rum factory **and** to try out the **free** samples of rum and to **learn** about the history of the factory and to **enjoy** the entertainment and the **enormous** feast afterwards.

I **have** heard so much about the Cara **Dance** and **Music Troupe** and their amazing **show** and would love the **opportunity** to see the history **of** music portrayed in dance form, from the Calypso **dances** of the slaves, **to** the contemporary music of Rhiana, and I can't wait to **take** part in the **Limbo** dancing competition! **I've heard there** are fabulous **prizes** to be won!

So please, please pick me **as** the winner as Barbados **would** be my absolute dream holiday of all **time** and I would love the opportunity to go there.

## **Personal statement for a job**

I would like to be considered for the job of Head Shop **Assistant**, **as** I have a lot of **experience** in this field. I have worked in my local newsagent shop **where** I was responsible for serving customers, **manning** the till and occasionally supervising people. I have also worked on **Saturdays** at **Kendals** as a sales **assistant** in the electrical department while I was doing my diploma at **college**.

I am a very **polite individual** with excellent **interpersonal** skills who is able to put customers at **ease**. I am very **trustworthy** as I **was** often asked to look after the till and **to** cash up at night time when I **worked** at Kendals. I am a very punctual individual who can be **relied** on **to** be on time.

I **have** also had experience of **supervising** staff in a local shop when the owners went on **holiday**. I was able to make the shop run **smoothly** in their absence.

With all that I have disclosed above, I would like you to consider me **for** the above post. I have the **right** qualities and abilities and **would** appreciate the **opportunity** to develop my **knowledge** and skills further. I look forward to **hearing from** you soon.

## Proof reading **Answers**

To: Badboy70@hotmail.com
My <b>Winnings!</b>
Hi Carl,  <p>You will never guess what has happened? I entered a competition in a magazine that asked people to write about what they would do if they won £10,000. So I wrote that I would like to go to the Galapagos Islands in the footsteps of Mr. Darwin!</p> <p>The next thing you know, I get a phone call from this woman to say I have won! Now the excitement is over, I am deciding what to do with the money.</p> <p>Firstly, I would buy a nice little second hand motor for about £2500 and then maybe give £500 to my mum for a holiday. I think I will put about £3500 in a high paying ISA for twelve months.</p> <p>I might still have enough to go to the Galapagos Islands!</p> <p>Now I've got all this money, I thought you would like to come over to celebrate with me. Marley and her gorgeous friend will be coming. I also invited a few friends from work. I think you know who they are. Do you remember that you met Jess, Pete and Carla at the Karaoke night last month?</p> <p>There will be lots of music, free booze, and also your favourite food, hot dogs! I look forward to seeing you at the party.</p> <p>Kind regards</p> <p>Martin</p>

To: bugsbunny@aol.com
Subject: <b>Join</b> me on a walk everyday
Hi Judy,  <p>My doctor has told me that as part of my daily routine I should take up walking every day. As you now I have had diabetes for a long time and it seems to be getting worse, so the exercise is helping me to keep my blood sugar level down.</p> <p>I walk every day past the canal and I often 'run' into Mr. Jones (ha, ha), who is usually walking his dog. I also see Glenda jogging past me.</p> <p>I love walking past the cottage that is overgrown with ivy and lovely coloured flowers. I sometimes stop to pick the herbs that still grow there. I think I would like to buy it and live there some day.</p> <p>Anyway, how would you like to come and join me every day on the run? It will be great fun. We can have a chat about all sorts of things. I leave my house at 5:30pm and go past your house at 5:45. Would you like to join me?</p> <p>Kind regards</p> <p>Casey</p>

# Proof reading **Answers**

59 **Garstang** Road

**Toxteth**

Liverpool

L15 7JX

**Mr Carlyle**

Head of **Dept**, Electronics **Engineering**

Woodlands FE College

**Toxteth**

**Liverpool**

L20 4XW

19/03/2012

Dear **Mr Carlyle**

My name is Angelina **Dermot** and I was a **pupil** at your **college** until the summer of 2011. My **personal** tutor in the **final** year was Mrs Corrigan, who also taught me Electronics. Is she still teaching at the college?

I am writing to ask if **Mrs** Corrigan or **you** would be **willing** to give me a **reference** for a job that I am applying for with **Tentorium** Ltd. They are a **firm** that manufactures Hadron chips for the animatronics used in many media special effects.

They are likely to be **particularly** interested in my **abilities** and **interests** related to the electronics course that I did at the college, as these are the very skills that are required for this **particular** job.

I hope to hear from you or **Mrs** Corrigan very soon. **Thanking** you in **anticipation**.

Yours **sincerely**

Miss Angelina **Dermot**

# Proof reading **Answers**

## Report

This report has been **compiled** by Miss Charlenie Desai, under the instruction of the Health and **Safety committee** for Bambino **High School**.

The report found that on inspection of the 6 classrooms in the school, 4 were **deemed dangerous**. The **four** classrooms **were closely** inspected and the **following** paragraphs **detail** the problems.

### **Classroom 1**

The blinds in the classroom were **hanging** from their brackets and may cause hazard or danger to children should they break off and fall. There **was** a wooden table that had split and had **observable** splinters **sticking** out of it. This **was** likely to cause **danger** to a child.

### **Classroom 2**

This was the designated ICT room and had visible **cables** running across the floor that a child could trip over. **There** was also the possibility of electrocution, as the cable casing was **worn** and the copper wire was exposed.

### **Classroom 3**

The bookcase in the library corner **had** a shelf that was loose. This could have **led** to the books falling on the children and causing some sort of injury. The **blackboard** had a tear in it and is not fit for purpose, as the teachers are unable to use it.

### **Classroom 4**

This is the area used for gym classes and again **there** were several causes for concern. Several areas of the **wooden** flooring had come apart and had not been replaced. The **seat** on the wooden horse had tears in it **preventing** it from being used.

### **Recommendations**

It is **recommended** that the blinds in room 1 are fixed and the damaged table is removed and replaced with a **newer** table.

The cable in room 2 should be **pinned** away at the back of the computer desk. The exposed cable should be replaced immediately with a **new** cable.

The bookshelf should be secured in classroom 3 and the blackboard should be replaced.

In classroom 4 the wooden floor does not **necessarily** need replacing **completely**, but it should be re-laid with the missing bits replaced. The wooden horse needs to be **refurbished** or replaced.

These recommendations should be **carried** out over the next month with the cables and the floor being of the utmost priority.

*Charlenie Desai*

01/06/11



## 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. *The ticked ✓ 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) 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 ✓