Functional English writing task



Name	Date	



Part 1

A colleague at work is retiring. You have been asked to organise a collection for a leaving gift, and to get people to sign a card.

Write an email to your workmates to let them know about this.

You should mention:

- who is retiring
- why you are sending the email
- how people can give money and by when
- how they can sign the card.

Functional English writing ta



Functional English writing	task	
Name Date		worksno
Plan (5 minutes maximum)		
Make a PACT to remember:	Purpose Audience Content Tone	
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Now turn over.

Functional English writing task



Name	Date	

Rough draft (5 minutes maximum)

Write a draft below

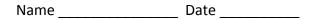
Check your work carefully. Use a dictionary if you need to.

Functional English writing task



Name	Date	-	
Final version	on (10 minutes) nished email below.		

Functional English writing task













Part 2

The collection for your colleague has raised £90.00. Using the Argos web site or catalogue, choose a suitable gift for them. (They enjoy gardening, DIY and they like gadgets).

Make a note of the gift here.		

Send a follow on email to the same workmates letting them know.

You should include:

- thanks for their contributions
- how much was raised
- what gift you have chosen
- when the presentation will be made.

Functional English	writing	task
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Name Date		V	N	0	r	k
Plan (5 minutes maximum)						
Make a PACT to remember:	Purpose Audience Content Tone					

Now turn over.

Functional English writing task



Name	Date	

Rough draft (5 minutes maximum)

Write a draft below

Check your work carefully. Use a dictionary if you need to.

Functional English writing task



Name	Date		
Final versior Write your fini	1 (10 minutes) shed email below.		

Leaving gift. Teaching notes and curriculum mapping



Coverage and range statements profunctional contexts. Note that each less Relevant content can also be drawn from Indicates the main coverage and extension ideas and tips. However, the Reference: Ofqual (2009), Functional States Intro-/www.ofqual.gov.uk/ Entry 2 Skill standard	Skillsworkshop tips and extension ideas. If you have further ideas please share them by leaving a comment on the download page for this resource at www.skillsworkshop.org	
Writing Write short texts with some awareness of the intended audience Entry 3 Skill standard Writing Write texts with some adaptation to the intended audience	 Punctuate correctly, using upper and lower case, full stops and question marks ✓ Spell correctly all high frequency words and words with common spelling patterns ✓ Entry 3 Coverage and range Ofqual (2009) Plan, draft and organise writing ✓ Sequence writing logically and clearly ✓ 	Students will need previous experience and discussion about emails. As a group, look at example emails from newspapers, etc. What information (and how much) should you include? What text features and layout could you use? Why? Will your email be formal or informal? What type of language?
Level 1 Skill standard Writing Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience	 Level 1 Coverage and range Ofqual (2009) Write clearly and coherently, including an appropriate level of detail ✓ Present information in a logical sequence ✓ Use language, format and structure suitable for purpose and audience ✓ Use correct grammar, including correct and consistent use of tense ✓ Ensure written work includes generally accurate punctuation and spelling and that meaning is clear ✓ Covers many adult literacy curriculum http://www.excellencegateway.org.uk/sflcurre 	Discuss use of paragraphs. Allow learners time to check and proofread their work – swapping work with a partner often works well.