

## Remembrance Day



You want to attend a Remembrance Day service. It will be held on Sunday 11<sup>th</sup> November at the Cenotaph in Whitehall, London.

You want to go because you have lost family members in recent conflicts.

Write an email to a friend asking them to come with you.  
(suggested word count 50 to 75 words)

### You should include:

- Why you are writing to them
- Why going to the service is important to you
- Details of where and when the service is and how you will get there
- Asking them if they will come with you

### You will be assessed on:

- planning your writing
- drafting your writing
- organising your writing
- including relevant information
- writing logically and clearly
- using correct grammar
- spelling correctly.

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



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You must plan and draft your piece of writing in the boxes below.

## Plan

## Draft

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



## Remembrance Day

**Write your email here**

<b>To...</b>
<b>Cc...</b>
<b>Bcc...</b>
<b>Subject...</b>

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### 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. *Highlighting 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

**\*\* This resource also covers many adult literacy curriculum <http://www.excellencegateway.org.uk/sflcurriculum> elements.**