

# Functional Skills English – Formal Letter Layout

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

✂ Rearrange the boxes to create a logical, well laid out letter.

I am writing to outline the arrangements for my stay at your hotel during the week commencing 1<sup>st</sup> April this year.

The Manager  
Railway Hotel  
Clifton Edge  
Avon  
AV23 9QA

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I am looking forward to staying with you, if you have any questions, do not hesitate to contact me at the address above.

RE: Confirmation of room booking for week commencing 1<sup>st</sup> April 2012

I expect to arrive between 17:00 and 20:00 and would like to reserve a table in the restaurant as I wish to enjoy a meal cooked by your award winning chef and his team. I will be driving to your hotel so I would be grateful if you could arrange a parking space for me so that I may leave my car while I take advantage of the numerous railway excursions your hotel has provided. If you can reserve me a non-smoking room with a view over your lovely gardens, I would be delighted.

Hi Mr Bloggs,

John Smith

Dear Sir or Madam,

22<sup>nd</sup> January 2012

Yours faithfully,

Dear Mr Fred Bloggs,

8 Kings Road  
Lower Tadmarton  
Banbury  
Oxfordshire  
OX99 4MU

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Love John,

Best regards,

Yours sincerely,

Dear Fred,

## Functional Skills mapping, answers and notes

A recap exercise about formal letter layout designed for my Functional Skills English groups, but I have also used it with my Functional Skills ICT groups. Use as a cut and stick exercise or laminate and use like a jigsaw puzzle. Students must decide how the text boxes should be laid out on the page. I have included some red herrings such as incorrect text alignment, and unsuitable salutations and closures.

The activity will also prompt discussion about purpose, language and suitable responses to the letter.

### 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/>

**Level 1 Reading** Read and understand a range of straightforward texts  
**skill standard:**

#### Coverage and range statements

- a) Identify the main points and ideas and how they are presented in a variety of texts ✓
- b) Read and understand texts in detail
- c) Utilise information contained in texts
- d) Identify suitable responses to texts ✓

**Level 1 Writing** Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience  
**skill standard:**

#### Coverage and range statements

- 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 Reading** Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions  
**skill standard:**

#### Coverage and range statements

- a) Select and use different types of texts to obtain and utilise relevant information
- b) Read and summarise, succinctly, information/ideas from different sources
- c) Identify the purposes of texts and comment on how meaning is conveyed ✓
- d) Detect point of view, implicit meaning and/or bias
- e) Analyse texts in relation to audience needs and consider suitable responses ✓

**Level 2 Writing** Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively.  
**skill standard:**

#### Coverage and range statements

- 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 curriculum <http://www.excellencegateway.org.uk/sflcurriculum> elements.

One suggested layout. Others may be possible.

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