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**April 2020.**

**Kindly contributed by Laura Robinson, RNN Training, South Yorkshire. Search for Laura on** [**www.skillsworkshop.org**](http://www.skillsworkshop.org)**.**

**Suitable for:**

L2 Functional Skills English

Writing composition and SPaG (all descriptors).

T-Level GEC (General English Competencies)

1. Convey technical information to different audiences (Task 1)

2. Create texts for different purposes and audiences (both tasks)

For related links and resources, visit the download page for this resource at skillsworkshop. <https://www.skillsworkshop.org/resources/covid19_writing_tasks>

**Editor’s note:**

If you adapt this resource for your own learners during the Covid-19 crisis **please, please consider sharing your adapted version back**. This will help other Functional English tutors use effective remote learning during the Covid college closure period.

Thank you very much and stay safe,

*Maggie Harnew*

(owner of [www.skillsworkshop.org](http://www.skillsworkshop.org))

**Task 1**

*You are bio-medical student and you have been asked to write a report on Covid-19. You need to include:*

* *what is the best course of action to beat Covid-19*
* *what is needed to stop the spread of the virus*
* *what needs to be enforced to ensure the public follow procedures in order to stop the spread of Covid-19.*

*Think about what recommendations could be made to the government and how might the public might take the government seriously.*

24 marks. Suggested word count 250-300 words.

You will be assessed on:

* Presenting information on complex subjects clearly and concisely
* Using a range of writing styles for different purposes
* Using a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively
* Punctuating written text using commas, apostrophes and inverted commas accurately
* Ensuring written work is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning in a range of text types.

**Task 1**

(write your answer here PLEASE DELETE THIS).

**Task 2**

*You have recently been made unemployed due to the business you worked for being forced to close due to the Covid-19 outbreak. You now have no income and you need to find work. You also want to help vulnerable people. You have seen several adverts for supermarkets looking for temporary delivery drivers to support the increased demand of supplies during the Covid-19 crisis.*

*Your task is to write a letter of application to one of the supermarkets, explaining why you are applying, what you can bring to the role, what experience you have and why you want to support the local community during the Covid-19 crisis. Write a persuasive application to the supermarket, persuading them to take you on during this difficult time.*

24 marks. Suggested word count 250-300 words.

You will be assessed on:

* Presenting information on complex subjects clearly and concisely
* Using a range of writing styles for different purposes
* Using a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively
* Punctuating written text using commas, apostrophes and inverted commas accurately
* Ensuring written work is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning in a range of text types.

**Task 2**

(write your answer here PLEASE DELETE THIS).