

E2 Writing task

Name _____ Date _____

Your brother is looking for a new car. You notice a suitable car advertised in your local supermarket. Write an email telling your brother about the car.

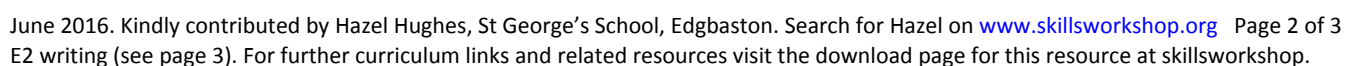
You should include

- Where you saw the car advertised.
- What make and type of car it is
- Why you think it might suit your brother



- **Write complete sentences** using joining words (conjunctions) e.g. and, as, but, or.
 - **Check** your spellings.
 - Remember to use **capital letters, full stops and question marks** where you need to.
 - You may use a dictionary.
-
- You may use real or made up details.

Name _____ Date _____



E2 Writing task

Teaching notes & curriculum 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/>

Entry Level 1 Functional Skills English

Writing

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 Functional Skills English

Writing skill standard: 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 Functional Skills English

Writing skill standard: 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/content/etf1286>

Teaching notes:

In Functional Skills each level subsumes all previous levels.

Can be adapted for E1 or E3 as follows:

Entry 1 – Simple sentences only (i.e. no conjunctions). No question marks.

Entry 3 – Plan first using bulleted list or a spidergram. Check work afterwards (including grammar). Use paragraphs.