



NCFE Functional Skills Qualification in English (603/5058/1)

Getting ready to take Level 1 Writing

Learner Workbook

Name	
Tutor	



Copyright Notice

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher.

Disclaimer

This publication has been produced by NCFE to support a qualification but this in no way means that it is essential to achieving the qualification. It is our practice to ensure that the authors of works are not involved in, or have sight of, any assessment material to ensure that none of the content can be used verbatim in an assessment. Any resource lists published by NCFE may include this resource and other appropriate resource.

Contents

Contents	3
Introduction	4
Types of Texts.....	5
Writing a Report	6
Writing a Letter.....	9
Writing an Email	13
Writing a Leaflet or Advertisement	15
What makes a good answer?	22
Spelling, Punctuation and Grammar.....	26
Exam technique	35
Confidence check.....	38
Answer Book	40
Introduction	42
Writing a report.....	43
Writing a letter	44
Writing an email	47
Writing a leaflet or advertisement.....	48
What you need to know about the test for Writing Level 1	49
Spelling and Grammar	52



Introduction

Level 1 Functional Skills Writing

This guide is divided into three areas: The first is the text types you could be asked to write in your Level 1 Functional Skills exam and includes the format, layout and structure. An overview of the text type is provided, and activities follow for you to try!

The second section is a mixture of practice activities to support you in developing your skills.

The third section is about Spelling, Punctuation and Grammar – also known as SPaG. This has to be at a good level throughout all of the writing tasks but is often forgotten about when you start to think about the tasks. Developing SPaG checking techniques should become an essential task.

Types of Texts

These are the types of texts that you will need to know for Level 1 Writing.

- ✓ Formal Letter
- ✓ Advertisement
- ✓ Review
- ✓ Email
- ✓ Leaflet
- ✓ Formal Report

What you should know about them

Format	This means the type of text you are going to write and the structure and what the text will look like. e.g. letter, email, review, leaflet, advertisement
Tone of Language	Is the piece of writing going to be formal or informal?
Purpose	What is the reason it was written? e.g. inform, persuade, instruct, explain, advise?
Audience	This is who will be reading the piece of writing.
Structure	This is how the piece of writing is set out – ‘the look and layout’.

Writing a Report

Purpose

The main purpose of a report is to give information for decisions and actions to be taken.

Structure

Reports should contain four main areas:

1. Heading or title.
2. Introduction.
3. Findings.
4. Conclusions and recommendations

Features of a Report

When writing a report you must:

- ✓ Use formal language
- ✓ Use the correct format and structure
- ✓ Keep to the facts
- ✓ Make sure your meaning is clear
- ✓ Use correct spelling, punctuation and grammar

Structure Breakdown

The Heading/Title

This tells the reader exactly what the report is about. For example, a report on the best place to hold a work Christmas party.

Introduction

This should outline the purpose and also identify the audience.

This report summarises the plans for the Christmas Party arrangements for 2020, FE Services Ltd.

E. Young, following the meeting on 25th September 2020, requested it.

Main Body of Report

This is the main body of the document and the longest part of the report. A report should not include personal opinions and should avoid using pronouns such as 'I', 'we' and 'you'.

Features may include bullet points, sub-headings, numbers etc...

It should include: Why, What, When, Who, Where and How.

Conclusion

This is the part that summarises the report and gives suggestions and recommendations; you should also add a signature, name and date to the report.

Activities for report writing



Activity 1

Your boss has asked you to write a report to suggest details and plans for your work Christmas party.

Activity 2

Your friend has been injured in the workplace and you have been asked to write a report informing the company and the safety team what happened.

Activity 3

Write a report about staying safe online.

Activity 4

Write a report on the advantages or disadvantages of technology

Get your tutor to check your answers for the above tasks.

