



NCFE Functional Skills Qualification in English

(603/5054/4)

Getting ready to take Level 2 Writing

Learner Workbook

Name	
Tutor	

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Introduction

Level 2 Functional Skills English Writing

This guide is divided into four sections. The first section contains the text types you could be asked to write in your Level 2 Functional Skills exam and includes the format, layout and structure. An overview of the text types is also provided and there are activities for you to try

The second section is writing skills including writing introductions.

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

The next section contains tasks on spelling, punctuation and grammar – also known as SPaG. This has to be at a good level throughout all of the writing tasks but is sometimes not prioritised.

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 2 Writing.

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

What you should know about them

Format	This is how the text will appear, the structure of the text and what features need to be included (so a letter should be set out with an address etc.).
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 whom it is intended for - and 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.

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

You have been asked to write a report on the impact of remote learning. The aim/purpose is to find out the benefits and to highlight issues that hinder progress.

Activity 2

You work for a large IT company. Write a report to your boss suggesting options for an appropriate venue and theme for next year's Christmas party.

Activity 3

Your boss has asked you to write a report on the summer family fun day that took place last year.

Activity 4

You have been asked to write a report on how people can socially distance in your college/workplace by identifying concerns and offering suggestions. Get your teacher/tutor to check your answers for the above tasks.