Functional Skills

English

Entry Level 3
Station: Writing
Externally Set Synoptic Assessment

Sample Question

Task 2 (allow around 35 minutes for this task)

You think that your birthday gift money was so special that you decide to write to the person who gave you the gift. Write a letter to a person of your choosing to say thank you for the money and to let them know that you have booked the meal on the train for yourself and a friend.

You must:

- Plan and draft your work first **(2 marks)**
- Use the plan to write the letter **(1 marks)**
- Write the letter with your audience in mind **(2 marks)**
- Logically sequence your writing, including paragraphs, a beginning and an ending **(3 marks)**
- Provide detailed content **(2 marks)**
- Use correct grammar and sentence structure **(3 marks)**
- Be accurate in your spelling and punctuation and check your work carefully when you have finished **(3 marks)**

Marks for this section **(16 marks)**

Plan and draft your letter below:

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Write your letter below using your plan/draft. You should write the address. You should use full sentences, capital letters, full stops and question marks correctly and end the letter with an appropriate close. Try to write about 120 words.

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End of Task 2

End of Sample