

# Writing Formats for Level 1 and 2 Reformed Functional Skills

In the Level 1 and Level 2 assessments, the learners may be asked to write using the following formats:

## Articles

- **Purpose:** Purposes could include giving information about a topic, expressing an opinion or persuading the reader of a particular point of view.
- **Format features:** An appropriate heading/headline.
- **Level of formality:** This will depend on purpose and audience, e.g. an article written on a personal topic is likely to be less formal than an article written on a local issue.

## Diary entries

- **Purpose:** This will depend on the task but is likely to include narrative accounts of things that the candidate has done or seen.
- **Format features:** The candidate should include the date of the entry or entries.
- **Level of formality:** Generally informal, although a work-related diary task could require a greater degree of formality. Where an informal style is used candidates should still write in full sentences and use correct spellings.

## Letters

- **Purpose:** Possible purposes could include applications and expressing opinions on local issues.
- **Format features:** The candidate should include their address (this can be made up) and the address of the recipient. An appropriate salutation and matching close should also be included.
- **Level of formality:** A formal letter will require a formal style of writing.

Please note that candidates will not be asked to write informal letters.

## Eye-witness accounts

- **Purpose:** To give a narrative account of an event.
- **Format features:** The candidate should include their name and the date of the event.
- **Level of formality:** An eyewitness account will require a formal style of writing.

## Reports

- **Purpose:** To give information on a given topic.
- **Format features:** A report should include headings for the different sections.
- **Level of formality:** A report will require a formal approach.

## Emails

- **Purpose:** Purposes could include applying for a course, giving advice or news to a friend or relative, or making a complaint.
- **Format features:** Usually it won't be necessary to put in To/From and a subject line as this will be provided in the writing frame. The email should begin with an appropriate greeting and end with an appropriate close.
- **Level of formality:** An informal approach would be appropriate for an email to a friend or relative although candidates should still write in full sentences and use correct spellings. A more formal approach would be needed for a work-related topic.

## Online feedback forms

- **Purpose:** To give a detailed opinion or make a complaint, e.g. about a purchased item, or a leisure experience.
- **Format features:** Boxes may be provided for the candidate to write their name and email address. There are no other format features required.
- **Level of formality:** An informal style will generally be appropriate, but a more formal style may be appropriate for a complaint. Where an informal style is used candidates should still write in full sentences and use correct spellings.

## Reviews

- **Purpose:** To give a detailed opinion, e.g. of a purchased item, or a leisure experience.
- **Format features:** This will depend on the task, but it would generally be good practice to include a title saying what is being reviewed.
- **Level of formality:** A review will usually work best with an informal approach, depending on the audience it is being written for. Where an informal style is used candidates should still write in full sentences and use correct spellings.

## Webpage entries, e.g. blog/forum

- **Purpose:** Will depend on the task but could include a blog entry giving information/opinions on a particular topic or a web forum entry giving advice to others.
- **Format features:** This will depend on the type of webpage entry required and formatting features may be provided for the candidate.
- **Level of formality:** A web page entry will usually work best with an informal approach, depending on the audience it is being written for. Where an informal style is used candidates should still write in full sentences and use correct spellings.

## Newsletters

- **Purpose:** Will depend on the subject and the audience. Typically, newsletters are for small, well-defined audiences, for example workplace colleagues, people from the same area, people with shared interests or assumptions.
- **Format features:** A newsletter should include headings for the different sections.
- **Level of formality:** A newsletter will usually work best with an informal style, depending on the audience it is being written for.

## Information / advice sheet

- **Purpose:** To present information in a short document for a specific audience or, more often, for the general public about a factual subject.
- **Format features:** Clarity of information can be provided by the use of headings. They often contain product information, statistics, lists, FAQs or DIY advice.
- **Level of formality:** Information / advice sheets are usually formal as the audience is general.