

Functional Skills English | Entry 3 Letter Templated/Structured Writing Frame

Your local council wants your ideas about who should win a 'Community Hero' award.

Write a letter suggesting someone who you think deserves the award.

You should include:

- who the person is
- **one** example of what this person does for the community
- a **second** example of what this person does for the community
- why you think this person deserves the award.

Write at least **8 sentences**. These must include at least **3 compound sentences** that use conjunctions, for example: *and, but, also, because*.

Use at least **2 paragraphs**.

Response

Your Address

Their Address

Date

Polite opening greeting / salutation

Introductory Paragraph:

- Why you are writing and who the person is

Describe two examples of what this person does for the community

Explain why this person should win an award

Concluding paragraph

Closing salutation