

Functional Skills English | Level 1 Letter Templated/Structured Writing Frame

Information

The Council Wants Your Views

Would you like to change your local area? Do you want more places to go and things to do? Could the area be cleaner and greener or have less traffic?

We want to hear what you like and dislike about your area. We also want you to tell us about the improvements you would like to see.

Please send your letter to:

Jayesh Parmar, Head of Planning, Town Council, The Square,
Greenborough GB1 5TS.

Writing Task

Write a letter to Jayesh Parmar at the Town Council giving your views on your area.

In your letter, you should:

- describe what you like about your area
- say what you dislike about your area
- explain the improvements you would like to see.

You should aim to write about 200 to 250 words.

(21 marks)

Response

Your Address

Their Address

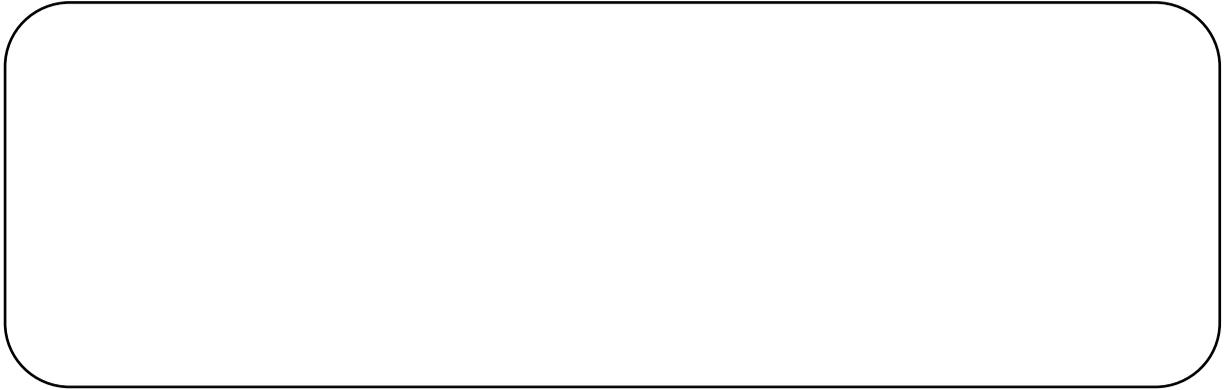
Date

Polite opening greeting / salutation

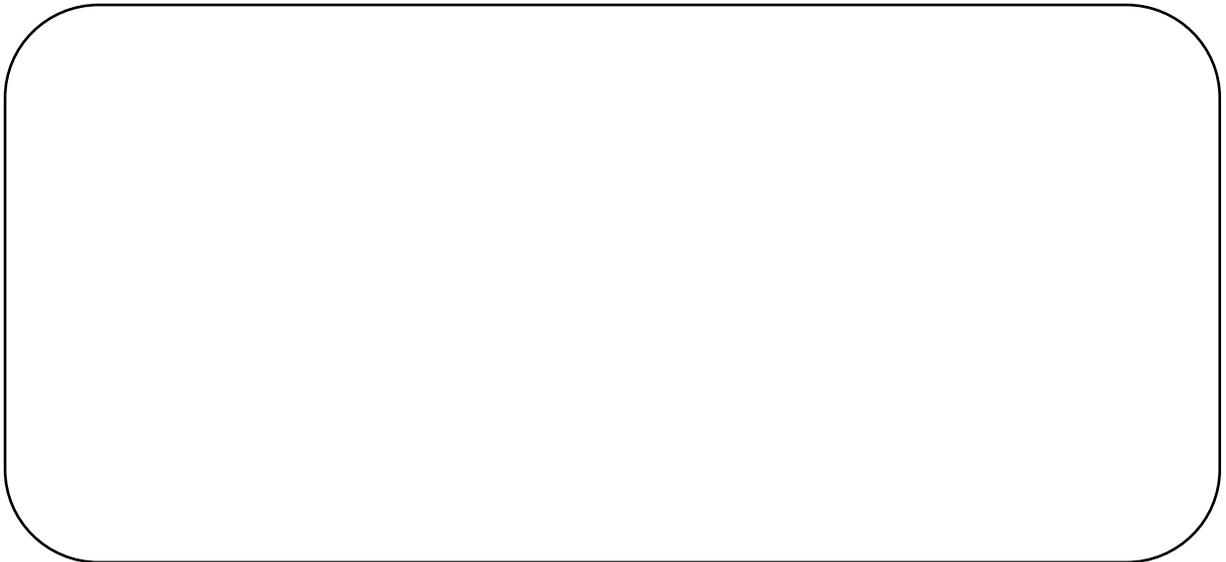
Introductory Paragraph:

- Why you are writing

Describe what you like about the area



Describe what you dislike about the area



Explain the improvements you would like to see



Concluding paragraph

Closing salutation

Conclusion

