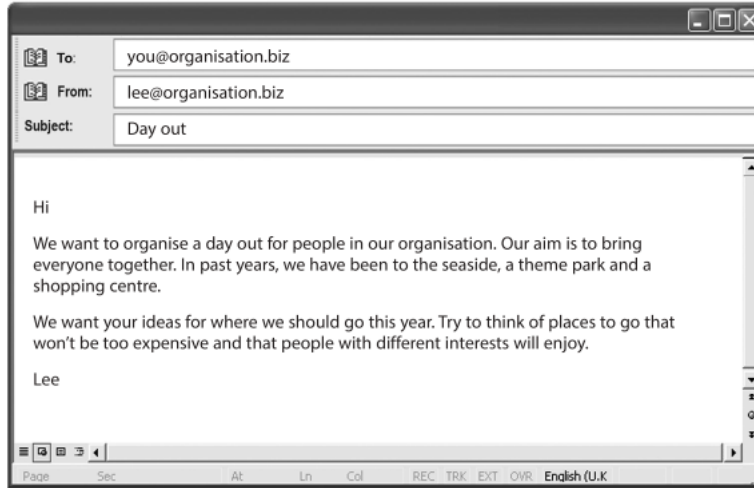


Functional Skills English | Level 2 Email Templated/Structured Writing Frame

Information



To: you@organisation.biz

From: lee@organisation.biz

Subject: Day out

Hi

We want to organise a day out for people in our organisation. Our aim is to bring everyone together. In past years, we have been to the seaside, a theme park and a shopping centre.

We want your ideas for where we should go this year. Try to think of places to go that won't be too expensive and that people with different interests will enjoy.

Lee

Writing Task

Write an email to Lee about your ideas for a day out.

In your email, you should:

- give your ideas for a day out
- explain why these would work well.

You should aim to write about 200 to 250 words.

(15 marks)

Response

Your Email Address

You@organisation.biz

Their Email Address

Lee@organisation.biz

Email Subject

Day Out

Opening greeting /salutation

Introductory Paragraph: why you are writing

Your ideas for a day out

Explain why these would work well

Polite closing paragraph

Closing salutation