WRITING CLEARLY FOR DAILY TASKS AND TESTS

Functional skills English entry level assessment preparation



RECAP: READING AND UNDERSTANDING EVERYDAY TEXTS

STARTER

- We read simple workplace signs, warnings, and public notices.
- We found key details using bold headings and alphabetical order.
- We checked through exam questions carefully before finishing.

Quick question:

Why do signs at work use short, direct words rather than long stories?



QUICK STARTER QUIZ

What should you always check first when reading a workplace notice?

1. The main heading to find the topic quickly
2. The very last word on the page
3. How many words are written in pencil
4. The decorative colours on the border

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LEARNING OBJECTIVES

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1.

Write clear sentences using capital letters and correct punctuation.

2.

Complete forms and write short messages with correct spelling.

3.

Proofread every sentence to spot and fix common errors.



KEY VOCABULARY



Punctuation - Marks like full stops that make text clear.



Sentence - Words sharing one complete idea.



Proofread - Checking work carefully to correct errors.



Capital - Uppercase letters for names and starts.

BUILDING A COMPLETE SENTENCE

A good sentence tells the reader who does what.

- **Subject:** The person, place, or object.
- **Action:** What is happening or being done.

Remember

Every sentence needs a capital letter at the start and a full stop at the end.





USING CAPITAL LETTERS CORRECTLY

In English assessments, examiners look for capitals in three key places:

- **Starting a sentence:** The very first word must be capitalised.
- **Names and places:** Sarah, Leeds, Friday, and August.
- **The word 'I':** Always write a capital I when talking about yourself.

CHECK THE CAPITALS

In the sentence "last tuesday, i visited london.", there are three missing capital letters.

👍 True

👎 False

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👍 True ✓

👎 False

🔑 WHY IS THAT?

The words "Last", "Tuesday", "I", and "London" all require capital letters.

Joining Ideas With Linking Words

Make your writing smooth and easy to follow

AND

Adds similar details together.

Example: I bought milk and bread.

BUT

Shows a difference or problem.

Example: I ran fast, but missed the bus.

BECAUSE

Explains the reason why.

Example: I stayed home because I was ill.

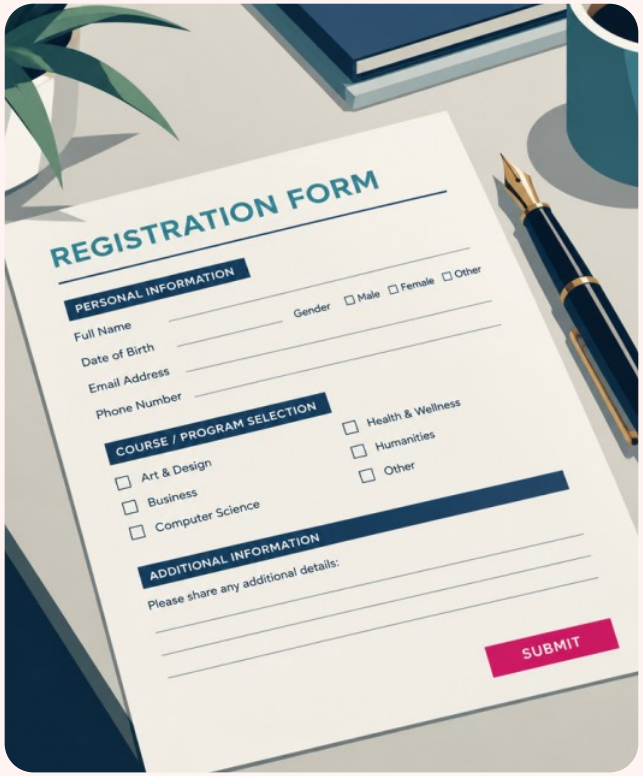
SO

Shows the result of something.

Example: It rained, so I took an umbrella.

FILLING IN EVERYDAY FORMS

1. **Read every box label.** Check whether you must write your surname or first name first.
2. **Check capital letters.** Write your postcode and town names with neat uppercase letters.
3. **Write dates clearly.** Use the British standard format of day, month, and year.
4. **Check block capitals.** If requested, write every single letter in capital form.



WRITING SHORT NOTES AND MESSAGES

WHAT A CLEAR MESSAGE CONTAINS

In assessments, you often have to write a note to a colleague, tutor, or landlord.

- **Greeting:** Say who the note is for (e.g., *Dear Sarah,*).
- **Main point:** Explain clearly what happened or what you need.
- **Key detail:** Give the date, time, or telephone number.
- **Sign-off:** Write your name at the bottom.



WATCH: HOW TO PROOFREAD YOUR WORK



THE 3-STEP PROOFREADING ROUTINE

1

CHECK CAPITALS & FULL STOPS

Track each sentence with your finger. Does it start with a capital and finish with a dot?

2

CHECK EVERYDAY SPELLINGS

Look at high-frequency words: *there*, *because*, *friend*, and days of the week.

3

READ ALOUD QUIETLY

Whisper the text to yourself. Does every idea make clear, complete sense?

CHECK YOUR UNDERSTANDING

Always start a sentence with a ____ letter and end it with a ____ stop, then ____ through your work carefully.

WORD BANK

quick | full | capital | small | proofread

CHECK YOUR UNDERSTANDING

Always start a sentence with a capital letter and end it with a full stop, then proofread through your work carefully.

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quick | full | capital | small | proofread