

Functional Skills English Level 2



Writing Revision Guide

ENGLISH



Letter/Letter

- **address** – your address should be placed on the right-hand side of the page and the recipient's address should be written on the left-hand side of the page
- **Date** – write the full date, spelling the month out as a word
- **Greeting** – begin with 'Dear Sir or Madam' if you don't know the recipient's name or use their title and surname if you do
- **Introduction** – state the purpose of your letter, e.g. you're writing to you regarding...
- **Main body** – provide all necessary details and information the recipient needs to know
- **Closing** – indicate that you are looking forward to the time required, e.g. 'I hope to hear from you soon'
- **Signing** – use 'Yours sincerely' if you know the recipient's name or 'Yours faithfully' if you don't
- **Sign-off** – sign your full name at the end of the letter

Example of a letter:

Dear Sir or Madam,

I am writing to you regarding...

Yours faithfully,

[Signature]

Form

- **Form** – a form is a document that you fill in to provide information
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Form (Example: Booking form)

This form is for booking a room in the hotel. Please fill in the details of the room you wish to book and the dates of your stay.

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City And Guilds Functional Skills English Writing

JL Elias



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