

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

Write an email to a friend about a TV programme you have seen recently.

Write **four** sentences to tell your friend:

- what programme you saw
- what you liked about it
- what you didn't like about it
- why you think your friend will like it.

You must include at least **two compound sentences** using joining words, for example: *and, as, but, or*.

You must use at least **one adjective**.

You must use at least **one linking word**, for example: *also, then, because, so*.

Write your email on the next page.

From

you@mailbox.biz

To

yourfriend@mailbox.biz

Subject

TV Programme

Opening greeting /salutation

Introduction

- What programme did you see?

- What did you like about it?
- What didn't you like about it?
- Why do you think your friend will like it?

Closing salutation