Functional Skills English | Entry 3 Email Templated/Structured Writing Frame

A new person is joining your course. Her name is Mia Khan.

Write an email to tell her what she needs to know.

You should include:

- how to travel to the course
- start and finish times
- what she should bring with her.

You must include a **subject** and **use bullet points**.

Write **4 to 6** sentences.

Write your email on the next page.

From

you@mailbox.biz

To

Mia.khan@mailbox.biz

Subject

Opening greeting /salutation

Introduction

What Mia needs to know:

- How to travel to the course
- The start and finish times
- What she should bring with her

Remember to use bullet points

Closing salutation