

## Functional Skills English | Entry 1 Note Templated/Structured Writing Frame

You want to go to a cafe for lunch.

**Write a note** to ask your friend to come with you.

Write in sentences to tell your friend:

- what day and time you want to go
- **two** things you want to eat or drink
- **two** things you want to do after lunch.

Use **capital letters** and **full stops** where you need to.

Opening greeting /salutation

Introduction

- What café do you want to go to?
- What time and day do you want to go?

- What time and day do you want to go?
- What two things do you want to eat and drink?
- What two things do you want to do after lunch?

Closing salutation