

Functional Skills Writing

Key Stage 3

Year 1- 2023-2024

Term 1: Capitals, Simple Sentences, Compound Sentences, Conjunctions, Complex Sentences, Commas, Sentence Errors, Definite/Indefinite Articles, Subject/Verb Agreement, Tense, Apostrophes

Term 2: Formal and Informal Language, Text Types, Text Purpose, Alphabetical Order

Term 3: Topic Sentences, Transition Words, Writing at Length for Various Text Types

Year 2 - 2024-2025

Term 1: Capitals, Simple Sentences, Compound Sentences, Conjunctions, Complex Sentences, Commas, Sentence Errors, Definite/Indefinite Articles, Subject/Verb Agreement, Tense, Apostrophes

Term 2: Formal and Informal Language, Text Types, Text Purpose, Alphabetical Order

Term 3: Topic Sentences, Transition Words, Writing at Length for Various Text Types

Year 3 2025-2026

Term 1: Capitals, Simple Sentences, Compound Sentences, Conjunctions, Complex Sentences, Commas, Sentence Errors, Definite/Indefinite Articles, Subject/Verb Agreement, Tense, Apostrophes

Term 2: Formal and Informal Language, Text Types, Text Purpose, Alphabetical Order

Term 3: Topic Sentences, Transition Words, Writing at Length for Various Text Types

Key Stage 4 - Functional Skills



Pathway chosen depending on staff, student and parental choice



Year 1

Term 1: Review of Skills, Letters and Emails

Term 2: Feedback Forms and Web Page Entries

Term 3: Articles and Reports

Year 2

Term 1: Review of Skills, Reviews

Term 2: Newsletters and Eyewitness Accounts

Term 3: Information and Advice Sheets



Key Stage 4 - GCSE

Year 1

Term 1: Review of Skills, Letters and Emails

Term 2: Feedback Forms and Web Page Entries

Term 3: Articles and Reports



Year 2

Term 1: Review of Skills, Reviews

Term 2: Newsletters and Eyewitness Accounts

Term 3: Information and Advice Sheets