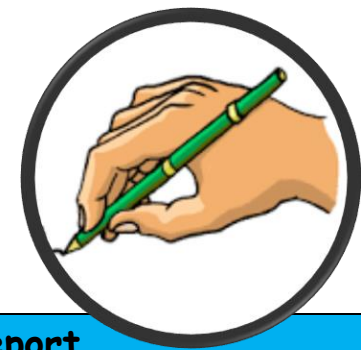# Functional Skills Writing Knowledge Organiser

Leaflet/Newsletter

Present information so it is easy to find using headings and sub-headings
- Lively and engaging
- Some bullet points could be used.
- DAFOREST techniques

Letter

- Your address and date in the top right of the page
- Address of the person you are
- writing to on the left (formal letter only).
- Dear Mrs Fletcher = Yours sincerely or Dear
- Sir/Madam. = Yours faithfully
- Short introductory paragraph
- 3-4 middle paragraphs with connectives
- Concluding paragraph summarising ideas
- DAPFOREST techniques

Article

- Catchy and punchy heading
- Introduction to create interest – (include
- who, what, where, when, how and why?)
- Can use subheadings underlined
- 3-4 middle paragraphs with connectives
- Short but effective conclusion
- Could offer a handful of bullet points at the end (some helpful hints on topic).
- DAFOREST techniques

Speech

- Open with a welcome/greeting
- e.g. 'Good afternoon ladies and gentlemen' or
- 'Fellow classmates'
- Lots of first person (I, me, we, our)
- Lots of second person (you, your)
- Offer a personal anecdote (emotive)
- Outline what the speech will be about: 'I will talk to you about…
- Make 3/4 key points and expand on them – use connectives
- Conclusion to summarise ideas
- End acknowledging the audience: 'Thank you for listening.'
- DAFOREST techniques

Review

- Title/star rating
- Punchy, humorous opening sentence
- Introductory paragraph stating what is being
- Reviewed and provide an overview of film/product.
- Middle paragraphs provide positives/negatives –
- add connectives
- Conclusion to summarise ideas and give
- Make your opinion clear
- Lively and engaging

Report

- Factual introduction to provide information and shed light on a problem/event/incident
- Who, what, where, when, how and why?
- Write in third person mainly
- Use subject specific jargon/language
- Can use subheadings underlined
- 3-4 middle paragraphs with connectives
- Offer recommendations in conclusion
- (could include first person here)
- DAFOREST techniques

DAFOREST

Direct address

Alliteration & anecdotes

Facts

Opinions

Repetition

Emotive language and exaggeration

Statistics

Three (rule)