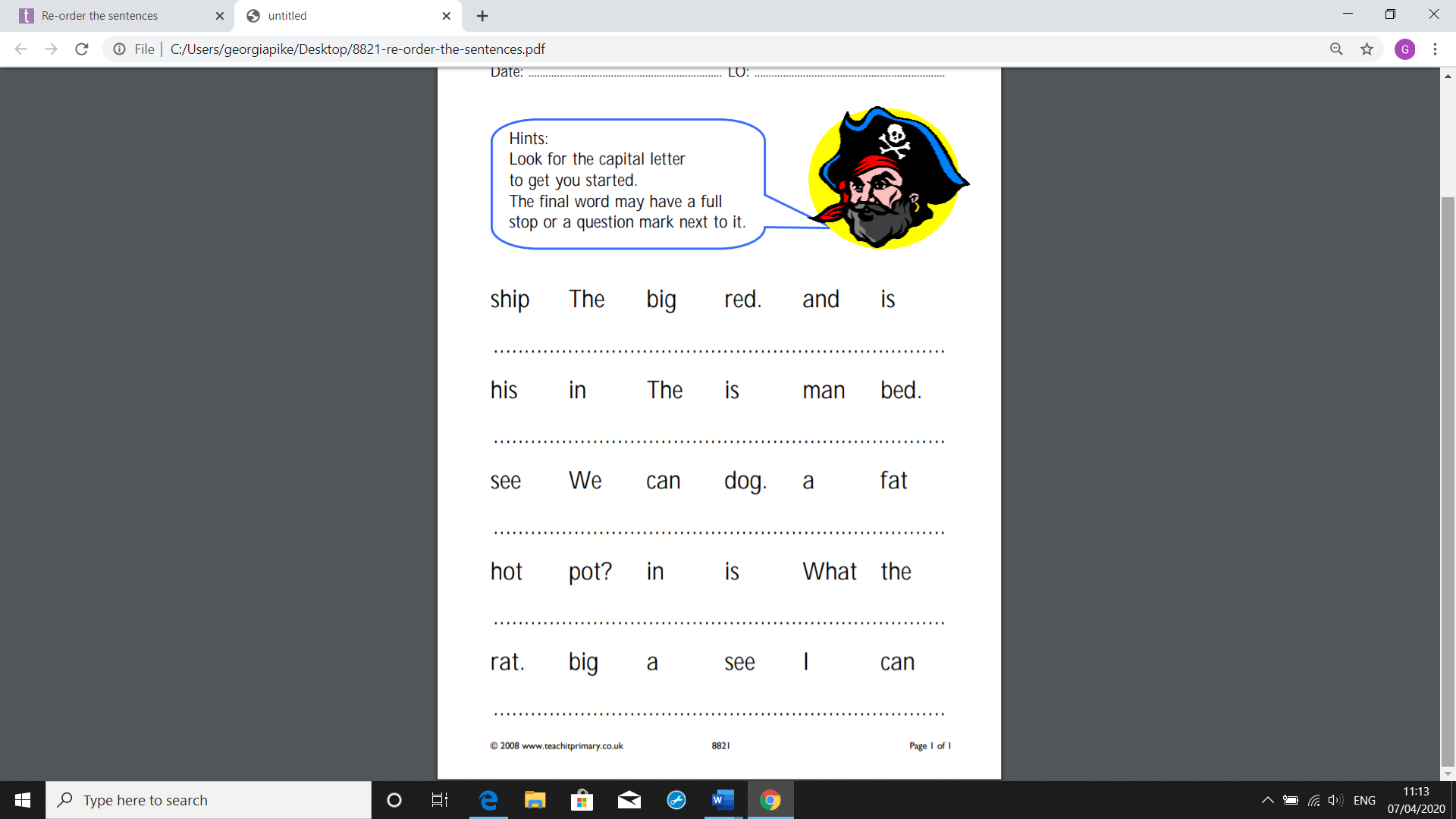
* 

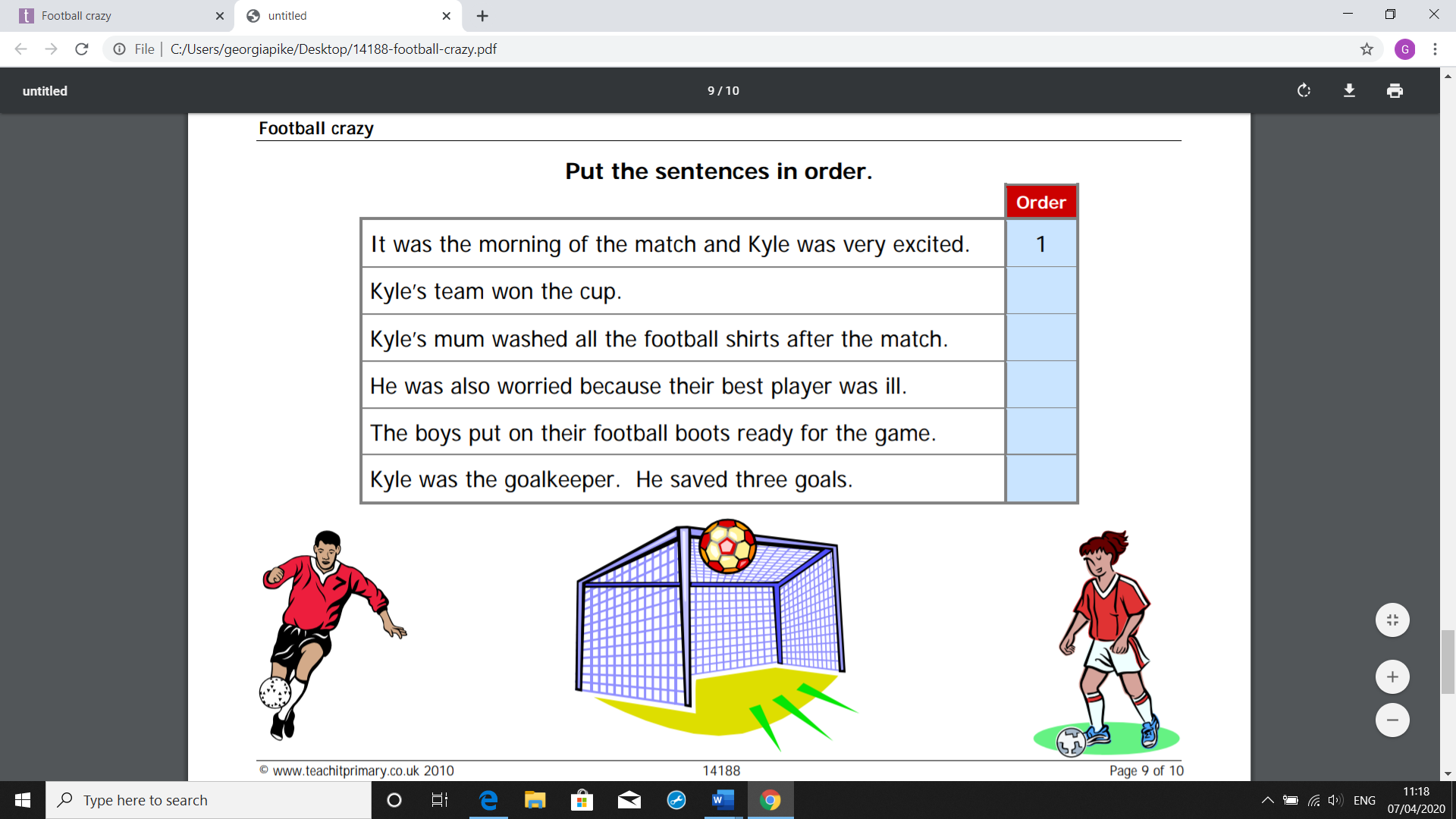
KS4

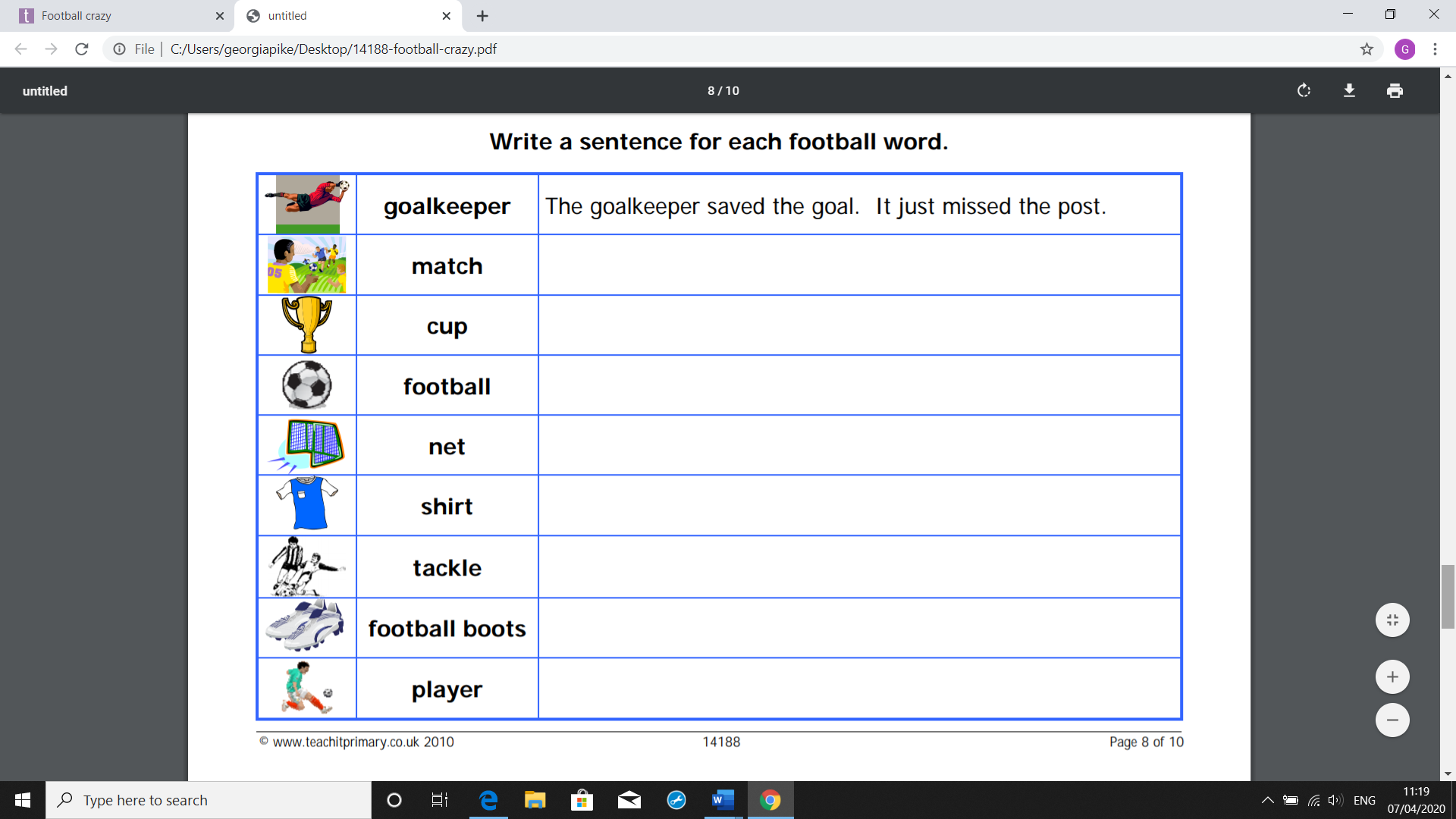
Fern House Literacy work pack 4

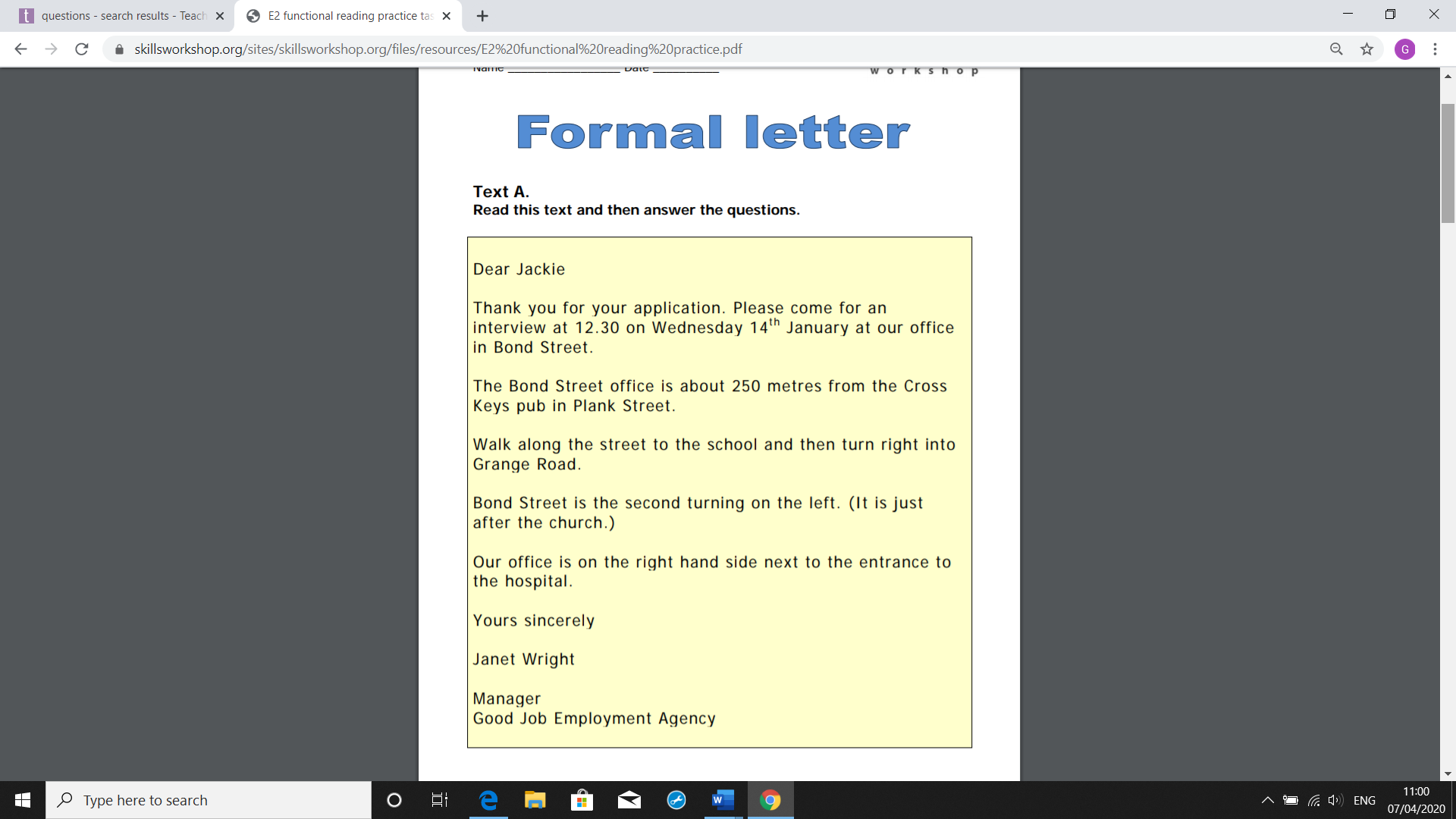
* Functional skills syntax
* Functional skills   
  reading and writing

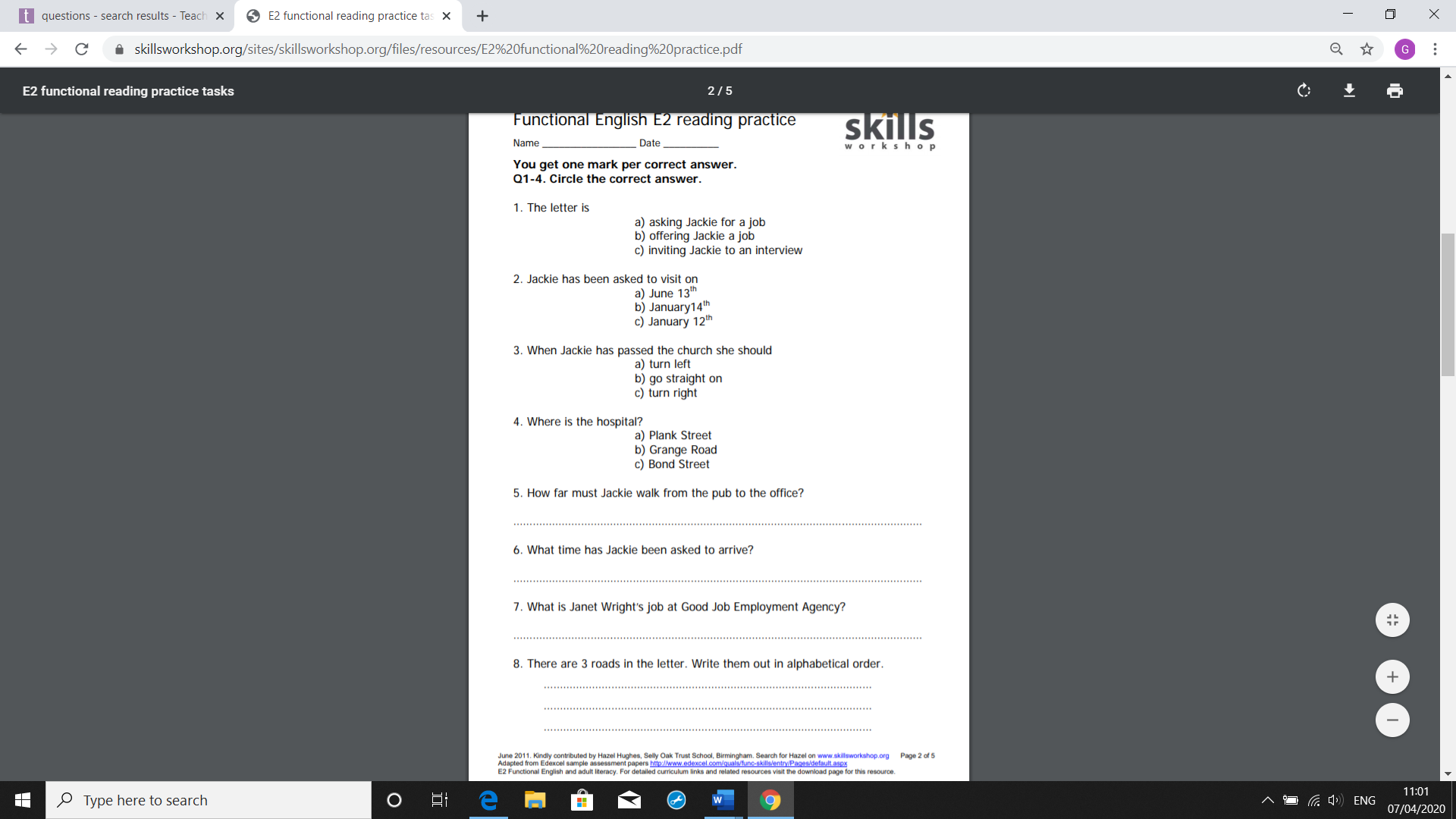
Make sure you are engaging in at least 10 minutes of story sharing every day!   
This can be reading with an adult, exploring non-fiction texts, listening to audio books or online readings.

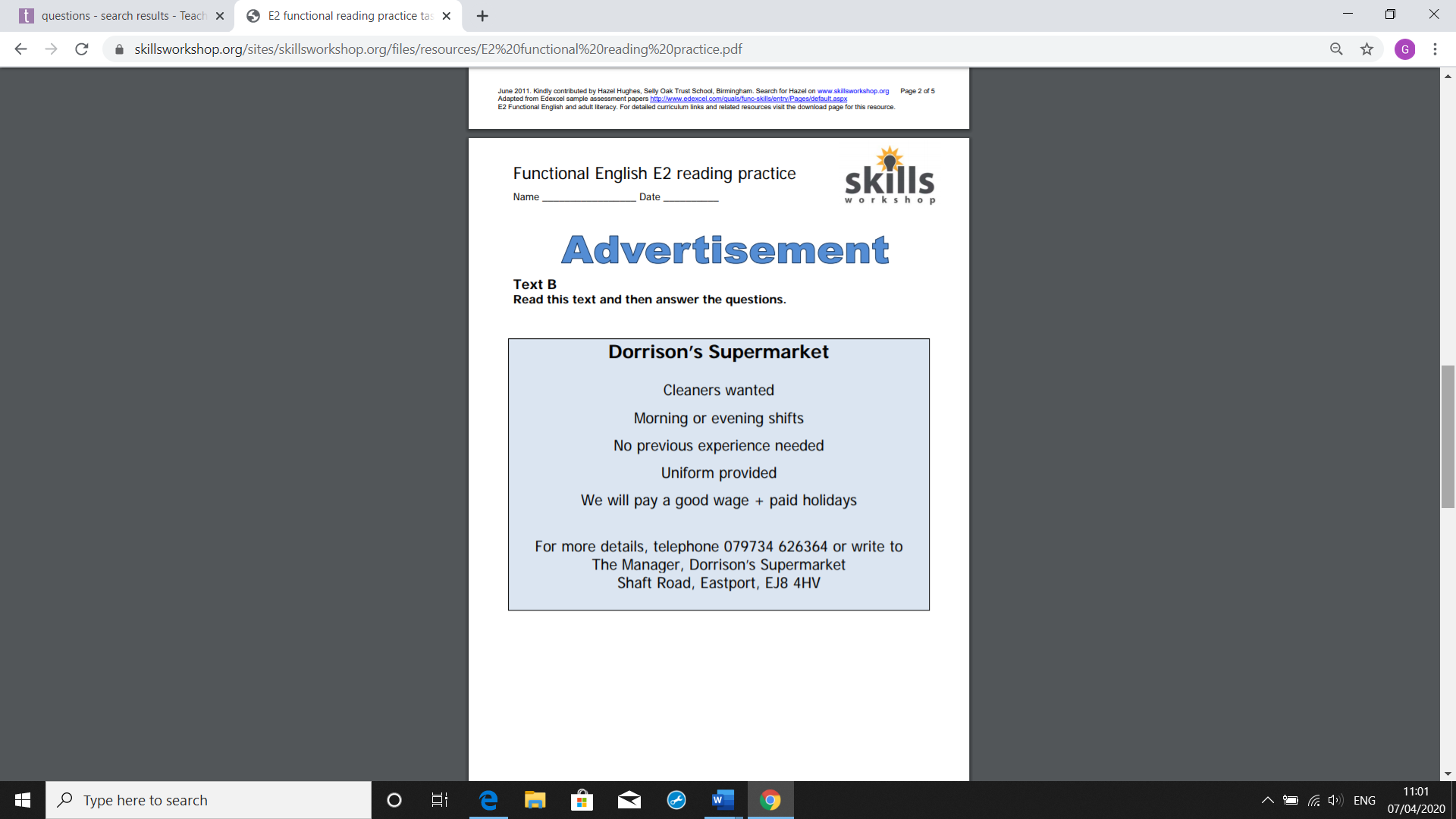
**Syntax: Reorder the sentences**

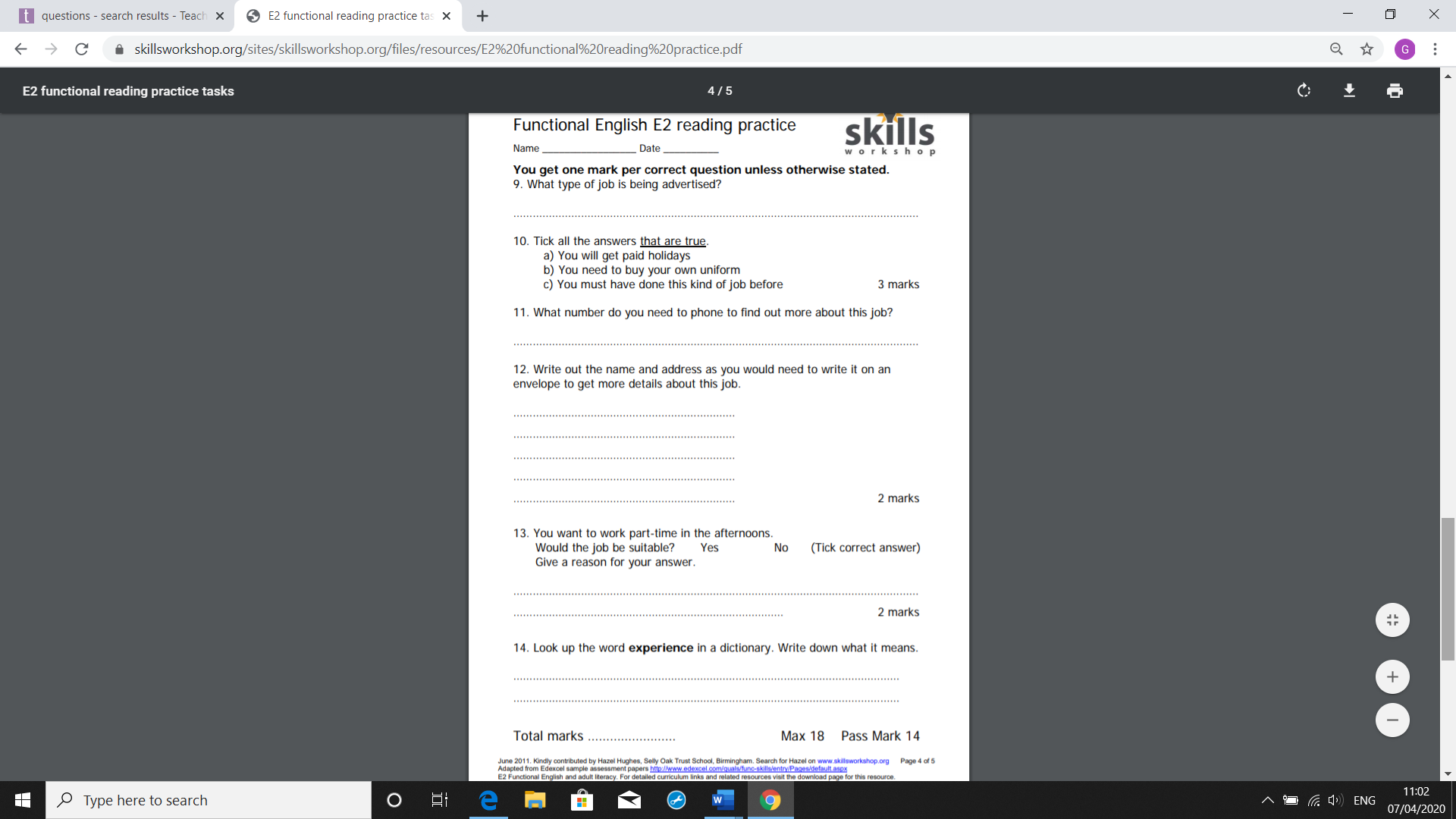


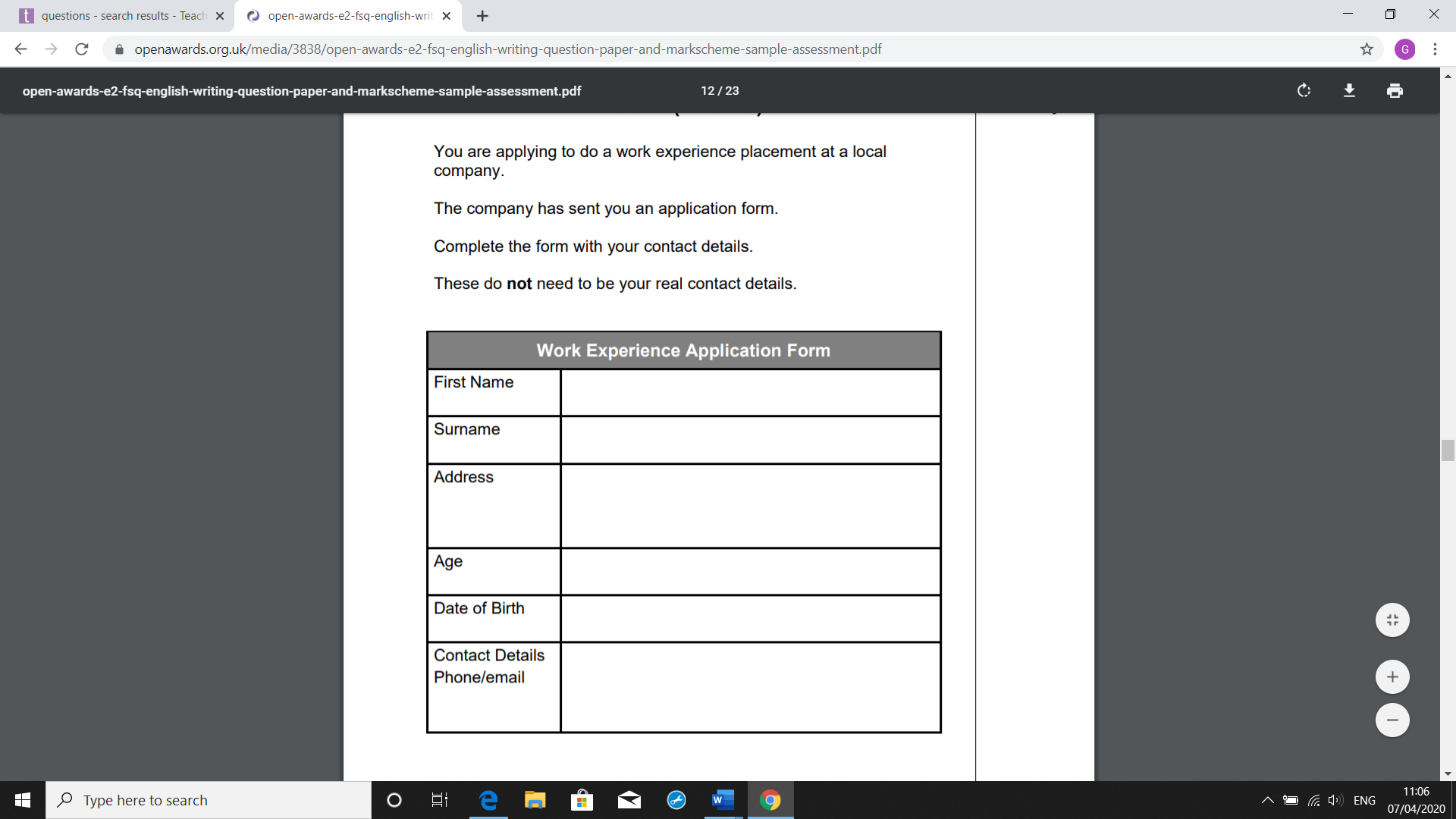


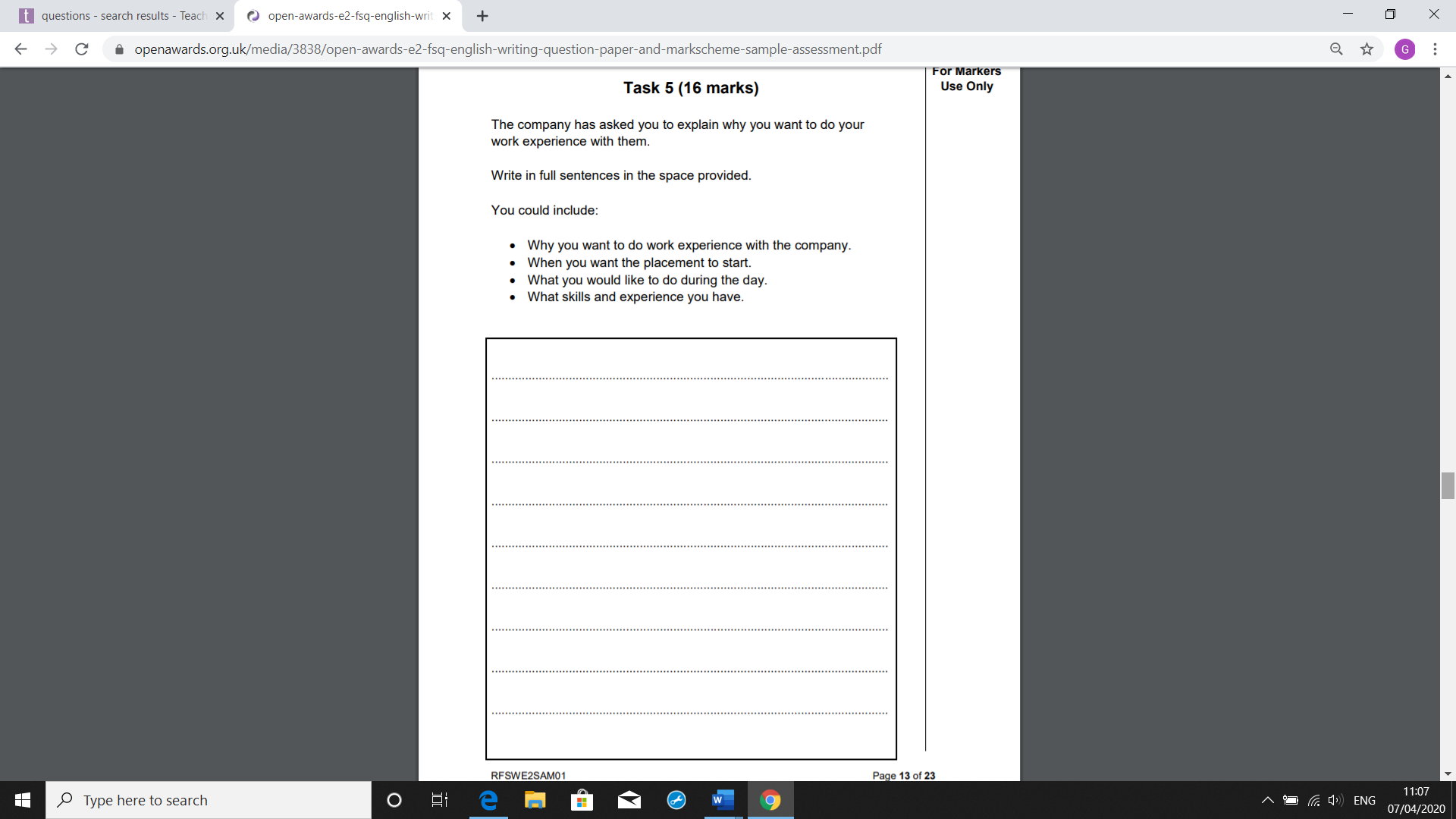








**Writing Functional Skills**



**Top tips:**

* **Think of the name of the company you want to work for; is it a school/ shop/ mechanics?**
* Remember to use full stops, capital letters and conjunctions . (and, but , so)
* Start your letter with **To the Manager of (company name)**
* You may want to plan and create a draft first.