

Web Forum & Online Post Writing Frame

English **Level 2 Writing** Format guide · planning grid · exam-style task · self-marking checklist · model answer

What examiners expect from a forum post

Forum, blog-comment and online-post tasks catch students out because they look casual. They are not. The exam still marks SPaG, paragraphs and formal-enough language. Think of it as **"a letter to strangers who share your interest"**: friendly and direct, but no text-speak, no emojis, no slang, and no one-line replies.

Feature	What to include
Layout	Username (or name), a thread title / subject line , and – optionally – the date. Keep it simple: no addresses.
Opening	Say who you are in relation to the topic and why you are posting: <i>"As a parent of two children at the school, I wanted to add my experience..."</i>
Body	3–4 paragraphs. Each makes one point with detail or an example. Address other users respectfully: <i>"I understand why some people feel..., however..."</i>
Tone	Semi-formal. Contractions are acceptable; slang is not. You can use direct address, rhetorical questions and personal experience.
Ending	A clear final view, a suggestion, or a question to other users to keep the discussion going. Sign off with your name/username.

Template

Forum: Brookford Community Forum **Thread:** Should the market move to Sundays? **Posted by:** SamK_Brookford

Para 1 – who you are + your overall view in one sentence.

Para 2 – your strongest reason, with a specific example or detail.

Para 3 – a second reason, or a response to a point another user has made ("Several people have said... I'd argue...").

Para 4 – suggestion / call to action / question for the thread.

Sam

Useful phrases

- I've been following this thread with interest and wanted to share...
- Speaking as someone who...
- Has anyone else found that...?
- One thing nobody has raised yet is...
- Perhaps a compromise would be...
- I'd be interested to hear what others think.

- ## Exam-style task

Write a post for the comments section giving your views. You should give your opinion, respond to points others have made, and suggest what should happen. Suggested word count: 200–250 words. **(27 marks)**

Planning grid

Thread title + username	My overall view (one sentence)	Reason 1 + example
Point others have made → my response	Reason 2 / compromise	Ending: suggestion or question

Write your answer here (200–250 words)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Self-marking checklist

- © 2026 Functify Learning · functifylearning.co.uk/free-resources

☐ At least one point responds to what others have said

☐ Each paragraph has one point + detail

☐ SPaG check: apostrophes, capitals, full stops, homophones

Model answer and commentary

Written at a secure Level 2 pass standard – 238 words

Want a tutor to mark your work? Functify Learning runs live 10-week Functional Skills Level 2 English and Maths courses (small groups, mock exam included) and a 5-day self-paced revision course. Start with our free mini mock test at funtifylearning.co.uk.

Re: Should town-centre shops open until 10 p.m.? **Posted by:** LeilaM

I have lived on Market Street for six years and I work twelve-hour shifts at the hospital, so I can see this from both sides. On balance, I think later opening is a good idea – but not every night, and not for every shop.

Several people have said that nobody would use the shops after 8 p.m. I disagree. On my late shifts I get home at 8.30 p.m. and everything is already shut, so I end up ordering online. If the pharmacy, the supermarket and even one café stayed open, people like me would spend our money in the town rather than with delivery apps. Over time that means more jobs and fewer empty units.

That said, I understand the worries about noise and litter. However, most of the trouble on our street comes from the takeaways and bars, which already stay open late. Bookshops and clothes shops are hardly going to fill the street with shouting at 9.45 p.m.

A sensible compromise would be to trial 10 p.m. opening on Thursdays, Fridays and Saturdays for three months, with the council paying for extra bins and street cleaning. If it works, extend it; if it doesn't, we have lost nothing.

Has anyone actually spoken to the shop owners about whether they even want longer hours? I'd be interested to know.

Leila

Why this scores well

- **Format:** thread subject and username; short paragraphs suitable for reading on a screen; signed off.
- **Communication:** gives a clear view, directly answers a point "several people have said", acknowledges the other side ("That said...") and proposes a specific compromise – every bullet in the task is covered.
- **Tone:** personal experience and direct engagement with other users, but no slang; contractions ("I'd", "doesn't") are fine here because the form is semi-formal.
- **SPaG:** consistent tense; semicolon and dashes used correctly; a mix of short and long sentences.

Where students lose marks on forum posts

- Treating it as a text message: one paragraph, no capitals, "u" and "coz".
- Ignoring the other users – the task usually says "respond to points others have made".
- Writing a formal letter instead ("Dear Sir/Madam... Yours faithfully") – wrong format, marks lost.