

Functional Skills English Entry 3 | Text Purpose | Worksheet
Text Purpose

Worksheet

Name: _____	Date: _____
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Task 1: Match the purpose

Match each purpose to the correct meaning.

Purpose	Answer	Meaning
1. To inform		A. to tell someone how to do something
2. To instruct		B. to give facts or information
3. To persuade		C. to tell someone about danger
4. To warn		D. to encourage someone to do or buy something
5. To describe		E. to give details about a person, place or thing

Task 2: What is the main purpose?

1. Fresh Bakery Special Offer

This week only! Buy any two loaves of bread and get a free pack of butter. Offer ends Sunday. Visit us today.

Purpose choices: inform / persuade / warn

My answer: _____ My clue: _____

2. Bus Timetable Change

From Monday, the number 12 bus will leave the station at 8.15 am instead of 8.00 am.

Purpose choices: inform / entertain / describe

My answer: _____ My clue: _____

3. How to Reset Your Password

Go to the login page. Click “Forgotten password”. Enter your email address. Check your inbox.

Purpose choices: instruct / persuade / express

My answer: _____ My clue: _____

4. No Smoking

Smoking is not allowed in this building. Please use the outside smoking area.

Purpose choices: warn / describe / entertain

My answer: _____ My clue: _____

5. Healthy Eating Tips

Try to eat five portions of fruit and vegetables a day. Drink plenty of water and avoid too many sugary snacks.

Purpose choices: advise / persuade / entertain

My answer: _____ My clue: _____

6. Local Park Description

The park has wide green fields, tall trees, colourful flowers and a quiet lake near the café.

Purpose choices: describe / instruct / warn

My answer: _____ My clue: _____

Task 3: Exam-style question

Read the text

Summer Reading Club

Join our free reading club this summer! Meet new people, borrow exciting books and win a certificate. Sign up at the library desk before Friday 20 July.

1. What is the main purpose of this text?

- A. To warn people about the library
- B. To persuade people to join the reading club
- C. To instruct people how to borrow a book
- D. To describe a library building

2. Write two clues that helped you choose your answer:

Task 4: Find a real text

Find one real text at home, at work, in the street or online. It could be a message, advert, leaflet, notice, recipe or timetable.

What is the text?

What is its main purpose?

What clues helped you decide?
