

Spelling list: Functional Skills Writing Words

Helpful words for Functional Skills Writing exams, including letter writing

sincerely	She apologised very sincerely .
faithfully	The dog faithfully followed its owner around the house.
complaint	I will refer your complaint to my boss.
company	The company president has resigned.
council	The council won't allow any more houses here.
therefore	I'm tired, therefore I'm going home.
because	The joke wasn't funny because it was crude.
official	A decree is an official command or order.
practical	Wearing high heels in the mountains is not very practical .
firstly	I will meet you there, but firstly I must go to the bank.
nevertheless	It is going to be a difficult task, nevertheless we must try our best.
beneficial	Exercise is beneficial to your health.
formal	It's a formal dinner so we need to dress smartly.
informal	The uniform for the school trip was very informal .
purpose	I will reject these goods as unfit for purpose .
audience	The audience ignored the speaker.
consumer	A consumer is someone who purchases/uses a product.
referral	The lady asked her doctor for a referral to the hospital surgeon.
reservation	The table reservation was for tonight.