

# Functional Skills English – Level 1

## Learning aims and outcomes at Level 1

Functional Skills English qualifications at these levels indicate that students should be able to speak, listen, communicate, read and write clearly, accurately, confidently and with effectiveness. They should be able to:

- Listen, understand and make relevant contributions to discussions with others in a range of contexts;
- Apply their understanding of language to adapt delivery and content to suit audience and purpose;
- Read a range of different text types confidently and fluently, applying their knowledge and understanding of texts to their own writing;
- Write texts of varying complexity, with accuracy, effectiveness, and correct spelling, punctuation and grammar; and
- Understand the situations when, and audiences for which, planning, drafting and using formal language are important, and when they are less important.

Students should be able to use these functional skills autonomously, applying them to a range of formal and informal contexts, in the workplace and in real life.

A key aspect of developing knowledge and skills in English, at Level 1 and Level 2, is to be able to communicate with confidence, effectiveness and with an increasing level of independence.

## Subject Content: Level 1

### Speaking, Listening and Communicating

#### Scope of study

Text: this should include narratives, explanations, discussions, instructions, information, descriptions and presentations all of varying lengths.

1. Identify relevant information and lines of argument in explanations or presentations
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2. Make requests and ask relevant questions to obtain specific information in different contexts
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3. Respond effectively to detailed questions
4. Communicate information, ideas and opinions clearly and accurately on a range of topics
5. Express opinions and arguments and support them with evidence
6. Follow and understand discussions and make contributions relevant to the situation and the subject
7. Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium
8. Respect the turn-taking rights of others during discussions, using appropriate language for interjection

## Reading

### Scope of study

Text: this should include a range of straightforward texts on a range of topics and of varying lengths that instruct, describe, explain and persuade.

9. Identify and understand the main points, ideas and details in texts
10. Compare information, ideas and opinions in different texts
11. Identify meanings in texts and distinguish between fact and opinion
12. Recognise that language and other textual features can be varied to suit different audiences and purposes
13. Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words
14. Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts
15. Infer from images meanings not explicit in the accompanying text
16. Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)
17. Read and understand a range of specialist words in context
18. Use knowledge of punctuation to aid understanding of straightforward texts

## Writing

### Scope of study

Text: this should include straightforward texts such as narratives, instructions, explanations and reports of varying lengths.

## Spelling, punctuation and grammar

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| 19. Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes) |
| 20. Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)   |
| 21. Spell words used most often in work, study and daily life, including specialist words                                     |

## Writing composition

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| 22. Communicate information, ideas and opinions clearly, coherently and accurately   |
| 23. Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience |
| 24. Use format, structure and language appropriate for audience and purpose  |
| 25. Write consistently and accurately in complex sentences, using paragraphs where appropriate   |