

PRESTON COLLEGE RETURN TO STUDY

ENGLISH FUNCTIONAL SKILLS REVISION GUIDE

At the assessment session you will be asked to complete two tests.

Assessment 1

This test will be online and will test your knowledge and understanding of the skills listed on the second page

Assessment 2

This will be a hand written test where you will be asked to write a full page of writing and you will be assessed on your spelling, punctuation and grammar accuracy.

Employers and educators have identified these skills as vital for enabling young people and adults to have the practical skills to succeed in further learning, employment and life in modern society.

Revision Guide for Functional Skills English

Useful websites <http://www.bbc.co.uk/skillswise/english>

<https://www.bbc.com/education/examspecs/ztjmv4j>

<http://www.skillsworkshop.org/>

<https://www.skillsyouneed.com/write/spelling.html>

<http://www.englishbiz.co.uk/>

<http://learnenglish.britishcouncil.org/en/english-grammar>

<https://www.englishgrammar.org/>

<https://www.englishclub.com/grammar/>

English skills

- Spelling
- Homophones – words that sound the same but spelt differently
- Punctuation - full stops, commas, apostrophes, question marks
- Identify different types of documents – Letters, reports, advertisements, leaflets, e-mail
- Understanding writers' intention – Persuasive, instructions, argumentative, descriptive
- Practice Skimming and Scanning skills
- Formal and informal style