**Course structure – FS English Level 2**

**Course start/end dates:**

**15TH Jan 2021 – 30thth Apr 2021 (Fri 1-3pm – online via Zoom)**

**Half term dates: 15th Feb – 19th Feb 2021**

**On this course, you will develop your reading, writing and speaking & listening skills.**

To get aFunctional Skills English qualification, you need to pass all three parts.

**You will be sitting any exams with City and Guilds.**

**FS English test**

**Reading test:**

You will be required to read two texts and answer questions on both.

Some questions may be multiple choice, others may ask you to write out the full answer but you do not have to write in full sentences. You will not lose marks if you make spelling or grammar mistakes.

**Writing test:**

There are two questions that you have to answer.

You will lose marks if your spelling, grammar and punctuation are wrong.

**Speaking and listening:**

Speaking and listening is tested by a controlled assessment in class.

It will be with me online.

You will be expected to present information, ask and answer questions, give your opinions, and to ensure clarity and coherency of content and structure is maintained.

By the end of the course/academic year, you will cover the following aspects of Functional Skills English:

**Reading:**

**How text present ideas**

* The purposes of different texts
* Reading between the lines
* Recognising and identifying tone and style
* Recognising presentational features
* Identifying different types of text

**Finding information from texts**

* selecting texts
* Picking out the main points
* Reading for detail
* Using information
* Using more than one text
* Recognising different types of questions and how to answer them

**Writing:**

* Knowing your audience and purpose
* Planning your answer
* Drafting and checking
* Using paragraphs
* Changing your layout

**Language and format**

**-** Writing letters

- Writing emails

- writing articles

- writing reports

- Leaflets

- Persuasively

- Writing your opinions

**Grammar: Verbs**

* Using sentences
* Using joining words to add detail
* Using linking words to link ideas
* Using verb tenses
* Common mistakes with verbs
* Active/passive voice
* The present simple tense
* The present continuous tense
* The past progressive tense
* The present perfect continuous tense
* Future simple
* Future continuous

**Punctuation**

* Full stops
* Commas
* Apostrophes
* Inverted commas
* Semi colon
* Colon
* exclamation mark

**Spelling**

* Spelling tips
* Making plurals
* Adding prefixes and suffixes
* Common spelling mistakes
* Commonly confused words (homophone/homonym)

**Speaking and Listening**

* Effective listening
* Formal and informal speech
* Listening for specific information
* Giving a presentation
* Identifying and extracting relevant information and detail in straightforward explanations
* Making requests and asking concise questions using appropriate language
* Communicated information and opinions clearly
* Supporting arguments with appropriate information and evidence
* Responding appropriately to questions
* Following and showing levels of understanding of main points
* Making relevant contributions