

**#TRANSFORMINGLIVES**



SCHOOL OF ENGLISH AND MATHS  
**ENTRY LEVEL**  
**FUNCTIONAL SKILLS ENGLISH**

**TRANSITION PACKAGE**

## WELCOME & COURSE INFORMATION

Hartlepool College of Further Education would like to welcome students to study Functional Skills English at Entry Level. Louise Fishburn, Anthony Knight, Mandy Sisson, Christine Deane, Anthony Jowett and other teachers make up most of the team, and they are looking forward to meeting you.

We run our entry level Functional Skills English through the exam board of Pearson Edexcel, and this covers Entry Level 1, 2 and 3. The purpose of this qualification is to give learners a greater understanding of English, and give them a better insight into how to develop their reading, writing and speaking, listening and communication skills. Learners will be able to apply their newly gained knowledge to everyday situations and use this knowledge to progress to achieve higher levels of Functional Skills.

If you are in a full-time study programme, Functional Skills will run alongside this, and fit into your timetable. If you are studying part-time, or are a 19+ student, we offer multiple classes running through both the daytime and the evening.

Your achieved qualification will help to improve many aspects of your academic path, and is recognised by colleges, universities and employers.

## WHAT WILL I STUDY?

Entry Level Functional Skills for English consists of three components: Reading, Writing and Speaking, Listening and Communication.

This qualification will give learners the opportunity to read with accuracy, successfully write straightforward texts and articles, and understand and respond to communication in a range of contexts.

Each component is judged by an end-assessment, being paper-based for Reading and Writing, and verbal for Speaking, Listening and Communication. What each component entails:

### Reading:

- Read correctly words designated for Entry Level 1/2/3.
- Identify, understand and extract the main points and ideas in and from texts.
- Identify different purposes of straightforward texts.
- Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types).

### Writing:

- Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas).
- Use mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles).
- Use the first, second and third place letters to sequence words in alphabetical order.

## WHAT WILL I STUDY?

### Writing:

- Spell correctly words designated for the Entry Level.
- Write text of an appropriate level of detail and of appropriate length.
- Use appropriate format and structure when writing straightforward texts.

### Speaking, Listening and Communication:

- Identify and extract relevant information and detail in straightforward explanations.
- Make requests and ask concise questions using appropriate language in different contexts.
- Communicate information and opinions clearly on a range of topics.
- Respond appropriately to questions on a range of straightforward topics.

## HOW CAN I PREPARE FOR THIS COURSE?

There are no formal entry requirements to access this course.

Independent reading is expected before and during the course, to help improve your skills even further. Try to expand on your reading choices.

It would be great if you could bring your own equipment – pens, a notebook, and any texts you may want extra guidance with.

## KEY TASKS

1. Put these words into alphabetical order: These, That, Thunder, Thought.

2. Change these words into plurals: Woman, Life, Holiday, Mouse.

3. There, Their, They're. Choose the correct word for the following sentences:

- The teacher told them to leave ..... books on the desk.
- Billy is always ..... on time.
- ..... are over 900 students at our school.

4. You're going on holiday to any destination of your choice.

Write an email to your friend John to let him know where you are going, and why you have chosen your destination. Tell him which activities you would like to do on holiday and why. (You need to write around 6 sentences)

## ADDITIONAL INFORMATION

It is of highest importance that you attempt to achieve the best English and maths grades you can – English and maths can open doorways for you to accomplish anything you want to.





**KEY CONTACTS:**

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