

**#TRANSFORMINGLIVES**



SCHOOL OF ENGLISH AND MATHS

**LEVEL 2**

**FUNCTIONAL SKILLS ENGLISH**

**TRANSITION PACKAGE**

## WELCOME & COURSE INFORMATION

A warm welcome from the English team, all of whom deliver on either GCSE English and/ or the Functional Skills programme. You can contact any one of us for further information. The team have a wealth of experience delivering on English courses from Adult literacy and Functional Skills to GCSE and Access to H.E.

### **The English Team:**

Stacey Carberry (Deputy Head of English and Maths)

Jo Potts (Lecturer in English)

Victoria Hughes (Lecturer in English)

Sam Costello (Lecturer in English)

Whether your chosen programme of study requires enhanced English and communication, or whether you simply want to refresh or upgrade your English, Functional Skills English will allow you to build competence and confidence in your communication skills in reading, writing and speaking and listening.

The course offers flexible, multiple opportunities to sit tests, so you can learn at your own pace and enter tests when you feel you have developed the appropriate skills; it also means that there isn't just one opportunity to sit the tests.

**Entry criteria:** Level One Functional Skills or Grade 2 GCSE English.

## WHAT WILL I STUDY?

**Your studies will focus on key areas of literacy:**

**Reading:** understanding a range of written texts, the way they are organized and some of the ways in which writers use language.

**(Online test: 1 hr 15 mins online)**

**Writing:** producing a range of different types of texts such as e mails, formal letters and articles using accurate spelling, sentence construction and grammar.

**(Online test: 1 hr.)**

**Speaking and Listening:** you will give a formal presentation and demonstrate you can answer questions on the topic and take part in a discussion where you will demonstrate you can make significant contributions and ask relevant questions.

**(In-class assessment)**

## HOW CAN I PREPARE FOR THIS COURSE?

Preparation for the course.

You can read in more detail about the course here: [https://hartlepool.instructure.com/courses/543/files/45332/download?download\\_frd=1](https://hartlepool.instructure.com/courses/543/files/45332/download?download_frd=1)

There are a variety of activities aimed at building technical English skills on GCSE English Bite Size. There is also further information, including specification on the Pearson website.

<https://www.bbc.co.uk/bitesize/subjects/zmqj2nb>

A useful book to introduce key technical skills is, 'The Usborne Guide to Better English' Available via Amazon in 'New and Used'

Also useful is Functional Skills Level 2 Edexcel for 2019 and beyond, also available via Amazon.

## KEY TASKS

1. Download and familiarize yourself with the course structure and content via the link to the specification above.
2. Refresh a key aspect of punctuation such as commas, or basic sentence construction using the quizzes on the Bitesize website above.
3. Email one of the English team, below, for further details.  
We are happy to help and look forward to seeing you in the next academic year.





**KEY CONTACTS:**

[jpotts@hartlepoolfe.ac.uk](mailto:jpotts@hartlepoolfe.ac.uk)

[Sam.Costello@hartlepoolfe.ac.uk](mailto:Sam.Costello@hartlepoolfe.ac.uk)

[Stacey.Carberry@hartlepoolfe.ac.uk](mailto:Stacey.Carberry@hartlepoolfe.ac.uk)

[Victoria.Hughes@hartlepoolfe.ac.uk](mailto:Victoria.Hughes@hartlepoolfe.ac.uk)