

# L1 Functional Skills English revision handout

Name \_\_\_\_\_ Date \_\_\_\_\_

Use this handout to prepare for your exam.  
Ask your tutor if you are not sure about anything.  
Make sure you arrive in plenty of time.

## Reading

- First, have a good look through the **reading text booklet** and the **question paper**. Some people prefer to read the questions first – do whatever works best for **YOU!**
- Get extra information from headlines, sub headings, text boxes, captions and images.
- Remember you need to give one answer for a 1-mark question, two separate answers for a 2-mark question and so on.
- You don't need to write in complete sentences.
- Multiple choice questions are marked by machine. Indicate your answers as instructed.
- If you make a spelling mistake, you will **not** lose marks.
- **You can use a dictionary.** Use it to look up the meaning of unfamiliar words.

## Writing

- You only have **1 hour** to write **2 pieces!** Pace yourself and don't run out of time.
- Write in **black** pen.
- You do not gain any extra marks for doing a plan – but do jot down some ideas to help you get things in a sensible order.
- Marks are awarded in **seven key areas** covering composition and SPaG (spelling, punctuation and grammar). About 60% marks are for composition and 40% for SPaG.

### *Example writing question*

#### **The Council Wants Your Views**

We need your ideas. Most local people will know that the old bus station has been closed for the last 12 months. We have finally managed to get some funding to redevelop the area and we want your ideas. Send an email to [stationdevelopment@gov.uk](mailto:stationdevelopment@gov.uk)

Tell us:

- What you think it should be and why.  
E.g., skate park, picnic area, playground, arts centre, shops, car park.
- How it will benefit all the community.
- Who would use it?
- Should people be charged for its use?
- Would it create jobs?

**You should aim to write about 200 words.**

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## Composition

### 1. Be clear and coherent

- Your writing must **make sense**.

Don't make your sentences too long and complicated. **Do use** a range of sentence types.

**Simple** The council should convert the bus station to a skate park.

**Compound** The council now has funding so they need your ideas.

**Complex** Until a skate park is built, the young people have nothing to do.

- Do not** use a comma to join sentences together! Although this is a punctuation error, it can also make it hard for people to understand your writing and you'll lose marks.

### 2. Use a suitable format and structure

- What type of document have you been asked to write? Does it look right? Is it set out correctly?
- If you have to write an email, make sure you include the given email address.

**To: stationdevelopment@gov.uk**

- If you have to write an article or a report, make sure you include a headline or title.

**New Skate Park Opens in Town**

- If you have to write a letter, make sure you include your address and the recipient's (if you have it).

**Your address in the top right and the recipient's address is below this.**

Finish the letter correctly: **Yours sincerely** if you know their name

**Yours faithfully** if you don't know their name

- Use paragraphs** and make sure your writing is in a sensible, logical order.

😊 If you are writing a letter or an email, have an **introduction**, the **main body** and a **conclusion**.

### 3. Include relevant detail

- In the example question, there are 5 bullet points that you are asked to cover in your writing. To get full marks, you need to address **each point** given in the question.

- Expand on each point**, rather than just rewriting it in your own words.

☹️ I think the old bus station should be a skate park. **Bad because you don't explain why.**

😊 I think the old bus station should be a skate park because the land is really bumpy and it is ideal for some really good ramps. **Good because you say what you think and why.**

- You will **not** get extra marks for including too much unnecessary information!
- Use the word count** as a guide but don't worry too much about it!

### 4. Use suitable language and a wide range of appropriate vocabulary.

- Think about your adjectives**

☹️ A big skate park is a nice idea.

😊 A spacious, accessible and well-planned skate park would be a marvellous community asset.

- Consider your audience.** Who are you writing to? What is appropriate?

☹️ All right mate? You'd better make the old bus station into a skate park or else.

😊 A skate park is ideal for the community because young people would have somewhere to socialise.

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## SPaG

### 5. Spelling

- Spell words you feel comfortable with but don't actively avoid using a wide vocabulary .
- You **are not** allowed to use a dictionary!
- If the word is in the question, check you have copied it correctly.

**station**      **managed**      **redevelop**      **centre**      **community**

- Pay particular attention to common homophones.

**there / their / they're**      **it's / its**      **to / too / two**      **whose / who's**

### 6. Punctuation - at Level 1, you will be assessed on:

#### Capital Letters

Start of a sentence

"I" when you are talking about yourself

Addresses

Names

Religions

Languages

Days and months

Titles

Organisations

Abbreviations

#### Full Stops

At the end of every sentence unless you are using **?** or **!**

#### Commas

To break down items in a list.

*A skate park would bring in extra income for the council, clear the streets and regenerate the area.*

To separate clauses in a sentence.

*If you build a skate park, young people will have somewhere to meet and socialise.*

To separate extra information.

*Turning the bus station into a skate park, no matter how long it takes, is a wonderful idea.*

#### Possessive apostrophes

☹️ The councils priorities are all wrong and their idea's are unrealistic.

😊 The council's priorities are all wrong and their ideas are unrealistic.

### 7. Grammar - at level 1, you will be assessed on:

#### Verb Tenses

Make sure your verbs are correct. Are you writing about the **past**, **present** or **future**?

#### Subject Verb Agreement

**Make sure your verb agrees with your subject**

☹️ My friends is very excited about the new skate park.

😊 My friends are very excited about the new skate park.

#### Definite and indefinite articles

Use **a**, **an** and **the** correctly.

☹️ A skate park idea is a excellent one!    😊 The skate park idea is an excellent one!

**Top Tip! Read each sentence back to yourself and check that it makes sense.**

**Take your time and remember all the things your tutors have told you!**

**Good Luck!**