

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

## Speaking, Listening and Communication (E3S)

**I am able to...**

**respond appropriately to others and make some extended contributions in familiar formal and informal discussions and exchanges.**

I can follow the main points of discussions.

☺☹☹ Date: ☺☹☹ Date: ☺☹☹ Date:

I can use techniques to make sure everything discussed is clearly understood.

☺☹☹ Date: ☺☹☹ Date: ☺☹☹ Date:

I can give my own point of view and respond appropriately to others' point of view.

☺☹☹ Date: ☺☹☹ Date: ☺☹☹ Date:

I can use appropriate language in formal discussions and exchanges.

☺☹☹ Date: ☺☹☹ Date: ☺☹☹ Date:

I can make relevant contributions, allowing other people to also make a contribution that I am able to respond to.

☺☹☹ Date: ☺☹☹ Date: ☺☹☹ Date:

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

Reading (E3R)

**I am able to...**

**read and understand the purpose and content of straightforward texts that explain, inform and recount information.**

I can understand the main points of a text.

☺☺☺ Date: ☺☺☺ Date: ☺☺☺ Date:

I can obtain specific information through detailed reading.

☺☺☺ Date: ☺☺☺ Date: ☺☺☺ Date:

I can use organisational features to locate information.

☺☺☺ Date: ☺☺☺ Date: ☺☺☺ Date:

I can read and understand texts in different formats using techniques that are appropriate to what I am being asked to do.

☺☺☺ Date: ☺☺☺ Date: ☺☺☺ Date:

## Functional Skills Entry Level 3 – Writing



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

Writing (E3W)

**I am able to...**

**write texts with some thought as to who is meant to be reading my writing.**

I can plan, draft and organise my writing.

😊😊😊 Date:                      😊😊😊 Date:                      😊😊😊 Date:

I can organise my writing logically and clearly.

😊😊😊 Date:                      😊😊😊 Date:                      😊😊😊 Date:

I can make sure that the way I use verbs agrees with the subject I am writing about.

😊😊😊 Date:                      😊😊😊 Date:                      😊😊😊 Date:

I can check my work to make sure there are no mistakes, including my spelling.

😊😊😊 Date:                      😊😊😊 Date:                      😊😊😊 Date: