

Purpose of Text – summary (Adapted from information at <http://www.bbc.co.uk/skillswise/>)



Descriptive texts <u>usually:</u>	Informative texts <u>usually:</u>	Instructive texts <u>sometimes:</u>	Persuasive texts <u>may</u> use:
make use of adjectives and adverbs (describing words)	avoid repetition	use imperatives (verbs at the beginning of the sentence)	repeated words
use comparisons to help picture the scene (something is like something else)	contain facts	use 'must' and 'must not'	texts in capitals
employ the reader's five senses (how something feels, smells, looks, sounds and tastes)	give information in a clear way, introducing a new topic then developing it	use diagrams or pictures to help understanding	exclamation marks
		use numbered or bullet points	rhetorical questions (question where no answer is needed)
			an emotional, one-sided argument
			humour

Functional Skills English mapping

Coverage and range statements provide an indication of the type of content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent (school) National Curriculum levels and the Adult Literacy standards.

✓ indicates the main coverage and range skills that are (or can be) covered in this resource. However, these will vary with the student group and how the resource is used by the teacher. **Reference:** Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2*. <http://www.ofqual.gov.uk/>

Entry 3 Reading Read and understand the purpose ✓ and content of straightforward texts that explain, inform and recount information
skill standard:

Coverage and range statements

- a) Understand the main points of texts
- b) Obtain specific information through detailed reading
- c) Use organisational features to locate information
- d) Read and understand texts in different formats using strategies and techniques appropriate to task ✓

Level 1 Reading Read and understand a range of straightforward texts

skill standard:

Coverage and range statements

- a) Identify the main points and ideas and how they are presented in a variety of texts ✓
- b) Read and understand texts in detail
- c) Utilise information contained in texts
- d) Identify suitable responses to texts

Level 2 Reading Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions
skill standard:

Coverage and range statements

- a) Select and use different types of texts to obtain and utilise relevant information
- b) Read and summarise, succinctly, information/ideas from different sources
- c) Identify the purposes of texts and comment on how meaning is conveyed ✓
- d) Detect point of view, implicit meaning and/or bias
- e) Analyse texts in relation to audience needs and consider suitable responses