

Functional Skills English - Features of Text



Name _____ Date _____



We communicate using many different types of documents.

In your Functional Skills exam you will be asked to identify the features of text that make up different styles of documents.



Complete the sections below to create your own revision information.

Letters

List 8 features that tell you a document is a letter:

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Emails

List 7 features that tell you a document is an email:

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Web Page

List 6 features that tell you that the text is on the Internet:

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Functional Skills English - Features of Text



Name _____ Date _____

Internet Forums or Instant Messaging

List 5 features that identify a text as a message on a bulletin board or a Text Message or Instant Message response:

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Leaflet

List 14 features of text that can help present information:

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Advertisements

How do adverts attract the attention of the customer? Give 12 examples:

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Answers

- Make it clear that not all these features appear in all documents.
- Provide example documents.
- Examples used in our class came from Edexcel Exam papers.

Letters

List 8 features that tell you a document is a letter

Address of the Sender **Date**.....
Salutation and name of recipient **Subject Heading**.....
Introduction **Conclusion**.....
Complimentary Close **Signature**

Emails

List 7 features that tell you a document is an email

To, CC & BCC (boxes) **Email Address**.....
Subject Heading (Bar) **Attachments**.....
Greeting **Sign Off**.....
Virus Message

Web Page

List 6 features that tell you that the text is on the Internet

Web Address **Links**
Search Box..... **Scroll Bar**
Minimise, Restore & Close buttons..... **Menu**.....

Internet Forums or Instant Messaging

List 5 features that identify a text as a message on a bulletin board or a Text Message or Instant Message response: (Also known as ICQ (I seek you))

Incoming Messages or Previous posts **Date & Time of send or receipt**.....
Informal language/abbreviations **Emoticons**.....
Unconventional use of punctuation.....

Leaflet

List 14 features of text that can help present information:

Title..... **Headings/subheadings**
Question and Answer **Facts based on statistics**

Answers

Leaflet (continued)

Bullet points/numbered lists	Use of Boxes around important text.....
Paragraphs/Short Sections	Case studies/real life stories.....
Directly addressing the reader.....	Different fonts.....
Large font size	Use of Bold Text
Use of images	Short Sentences.....

Advertisements

How do adverts attract the attention of the customer? Give 12 examples:

Eye catching image/s.....	Bright Colour(s)
Text inside stars/boxes.....	3D or Bold Text
Bullet points	Numbering
Emotive language	Imperatives
Alliteration	Catchy slogan(s)
Contracted words	Informal Language.....

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/>

Level 1 Reading skill standard: Read and understand a range of straightforward texts

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

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 ✓