**Functional Skills – English Entry 1 S&L Reading Writing SPAG**

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| --- | --- | --- | --- | --- | --- |
| T1 | T2 | T3 | T4 | T5 | T6 |
| Say the letters of the alphabet  Read correctly words designated for entry 1  Write letters of the alphabet in sequence in both lower and upper case | Respond to questions about specific information  Read simple sentences using one clause  Spell correctly words designated for entry 1 | Follow single step instructions, asking for repetition if needed  Identify and extract main information from short spoken statements and explanations  Use a capital letter for ‘I’ and the first letter of proper nouns | Make clear statements about basic info and communicate feelings and opinions on straightforward topics  Make requests and ask straightforward questions using appropriate terms and register  Use lower case letters when there is no reason for capital letters  Communicate info in single words or short phrases | Understand and participate in simple discussions or exchanges about a straightforward topic with another person  Understand a short piece of text on a simple subject  Punctuate simple sentences with capital letters and full stops  Communicate info in simple sentences | Exam preparation |

**Functional Skills – English Entry 2 S&L Reading Writing SPAG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| T1 | T2 | T3 | T4 | T5 | T6 |
| Read designated entry 2 words  Use effective strategies (dictionary) to find the meaning of words and check  Use first and second letters in words to sequence in alphabetical order  Spell designated entry 2 words | Read and understand sentences with more than one clause  Form regular plurals  Use basic punctuation (full stops, capital letters, question marks, exclamation marks)  Complete a form asking for basic info (name, age, address, post code, DOB etc) | Respond appropriately to straightforward questions  Follow the gist of discussions  Read texts that inform, narrate, describe, and instruct  Understand the main points in texts  Communicate info in words and short phrases  Use adjectives appropriately | Identify and extract main info and detail from short explanations  Make requests and ask clear questions appropriately in different contexts  Understand organisational features in short, straightforward texts  Communicate info in simple sentences  Write in compound sentences using common conjunctives (and, but, so, or, because) as connectives | Clearly express straightforward info, feelings, and opinion on a range of straightforward topics  Make appropriate contributions to simple group discussions with others about straightforward topics  Use illustrations, images, and captions to locate information  Write letters, emails, and simple narratives | Exam preparation |

**Functional Skills – English Entry 3 S&L Reading Writing SPAG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| T1 | T2 | T3 | T4 | T5 | T6 |
| Read correctly words designated for entry 3  Use effective strategies to find meaning of words (i.e. dictionary)  Use first, second, and third letters to sequence in alphabetical order  Spell correctly words designated for entry 3 | Identify, understand, and extract main points and ideas from texts  Use a range of punctuation correctly (full stop, question mark, exclamation mark, commas)  Communicate info, ideas, opinions clearly and in logical sequence e.g. time/task | Identify and extract relevant information and detail in straightforward explanations  Follow and understand the main points of discussion  Identify different purposes of straightforward texts  Form regular and irregular plurals  Write in compound sentences and paragraphs where appropriate | Communicate info and opinions clearly on a range of topics  Respond appropriately to questions on a range of straightforward topics  Understand organisational features and how to use them to locate relevant info (contents, index, menus, tabs)  Use mostly correct grammar (subject-verb agreement, consistent sense, definite and indefinite articles)  Use language appropriate for purpose and audience | Make relevant contributions to group discussions about straightforward topics  Listen to and respond appropriately to other points of view, respecting turn-taking  Make requests and ask concise questions using appropriate language in different contexts  Write text of appropriate level of detail and length with an appropriate level of accuracy  Use appropriate structure and format when writing straightforward texts (e.g. headings, bullet points, text boxes etc) | Exam preparation |

**Functional Skills – English Level 1 S&L Reading Writing SPAG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| T1 | T2 | T3 | T4 | T5 | T6 |
| **Reading and Writing Foundations**  Focus: Core reading comprehension, sentence-level writing, and SPAG basics.  Identify and understand main points, ideas, and details in texts  Use reference materials and appropriate strategies (e.g. dictionaries and thesauruses) to find the meaning of words  Use knowledge of punctuation to aid understanding of straightforward texts  Use a range of punctuation correctly (full stops, question marks, commas)  Use correct grammar (subject-verb agreement, consistent tenses)  Spell words used most often in work, study, and daily life  Communicate information, ideas, and opinions clearly and coherently  Write text of an appropriate length to meet purpose | **Structure, Organisation, and Comparison**  Focus: Understanding and using structure in reading and writing; developing comparison skills.  Understand organisational and structural features (e.g. sub-headings, menus, paragraphs, index) to find relevant information  Compare information, ideas, and opinions in different texts  Read and understand a range of specialist words in context  Use possessive apostrophes and commas in complex lists  Use correct grammar including indefinite articles ("a"/"an")  Continue to develop spelling of specialist and less common words  Use format, structure, and language appropriate for audience and purpose  Add appropriate detail and coherence in written communication | **Introducing Speaking and Listening + Expressing Viewpoints**  Focus: Begin Speaking and Listening; explore viewpoints and language choices in reading and writing.  Express opinions and arguments and support with evidence  Identify relevant information and lines of argument in explanations or presentations  Identify meanings in texts and distinguish fact and opinion  Recognise vocabulary typically associated with specific types of text (e.g. formal, informal, instructional, persuasive)  Develop use of complex punctuation (apostrophes, commas for clauses)  Use consistent verb tenses and more precise grammar structures  Write consistently and accurately in complex sentences using paragraphs  Develop written arguments or opinions with supporting evidence | **Adapting for Audience and Purpose**  Focus: Adjusting tone and language; advancing ability to interpret text and speaking fluency  Use appropriate phrases, register, and adapt to audience and purpose  Follow and understand discussions and make contributions relevant to the situation and subject  Recognise that language and other textual features can be varied to suit different audiences and purposes  Infer from images meanings not explicit in the accompanying text  Edit and proofread for punctuation, grammar, and spelling accuracy  Strengthen accuracy in subject-verb agreement and use of complex structures  Write texts using tone, format, and structure suited to purpose and audience (e.g. letters, leaflets, articles)  Maintain clarity and organisation in longer pieces | **Integration and Fluency**  Focus: Full integration of all skill areas  Communicate information, ideas, and opinions clearly and accurately on a range of topics  Make requests and ask relevant questions to obtain specific info in different contexts  Respond effectively to detailed questions  Respect turn-taking rights using appropriate language for interjection  Apply all reading skills to mixed-purpose and exam-style texts  Practice timed comparisons, fact/opinion recognition, and inference tasks  Review all key grammar, punctuation, and spelling rules  Produce exam-style written responses across a range of genres  Demonstrate control of tone, structure, and accuracy | Exam preparation |

**Functional Skills – English Level 2 S&L Reading Writing SPAG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| T1 | T2 | T3 | T4 | T5 | T6 |
| **Reading & Writing Foundations**  Focus: Strengthen reading comprehension, build technical writing accuracy, and reinforce core grammar and punctuation.  Use organisational features to locate information in a range of straightforward and complex sources  Use a range of reference materials and sources (e.g. glossaries, keys) for different purposes and to find meanings of words  Identify when main points are sufficient, and when specific detail is required  Punctuate correctly using full stops, commas, apostrophes, question marks, and exclamation marks  Use correct grammar (subject-verb agreement, consistent tenses, articles)  Spell words most often used in work, study, and daily life  Communicate information, ideas, and opinions coherently and effectively  Write texts of appropriate length and detail to meet audience and purpose | **Structure, Organisation, and Comparison**  Focus: Develop comparison skills, recognise argument and writer's purpose, and structure writing for clarity.  Compare information, ideas, and opinions in different texts, including how they are conveyed  Follow arguments, identifying different points of view and distinguishing fact from opinion  Identify different styles of writing and ‘writer’s voice’  Introduce higher-level punctuation: colons, semicolons, quotation marks, inverted commas  Use grammar to show modality (e.g. might, must, could) to express desirability/probability  Organise writing for different purposes using appropriate formats (e.g. bullet points, tables, paragraphs, templates)  Use organisational markers (e.g. however, furthermore, on the other hand) to convey clear meaning and cohesion  Construct complex sentences accurately using paragraphs consistently | **Introducing Speaking and Listening – Expressing Viewpoints**  Focus: Begin speaking & listening skills; develop written and reading responses with inference and argument analysis.  Identify relevant info from extended explanations or presentations  Follow narrative and lines of argument  Respond effectively to detailed or extended questions and feedback  Identify implicit and inferred meaning in texts  Analyse texts of a range of complexity, recognising the use of vocabulary, bias, and formality  Use different language and register (e.g. persuasive techniques, evidence, specialist vocab) to suit audience and purpose  Continue refining paragraphing, tone, and clarity in extended written pieces | **Advancing Spoken and Written Communication**  Focus: Improve fluency and depth in speaking, reading, and writing for purpose. Adjusting tone and language.  Communicate information, ideas, and opinions clearly and effectively, providing further detail and development if required  Make requests and ask detailed and pertinent questions to obtain information in a range of contexts  Express opinions and arguments and support them with relevant persuasive evidence  Understand the relationship between textual features and devices and how they shape meaning for different audiences and purposes  Continue work on structure, cohesion, and persuasive tone  Use formatting and layout with purpose and clarity | **Integration and Fluency**  Focus: Apply all skills to exam-style tasks; refine performance in preparation for assessment.  Use language that is effective, accurate, and appropriate to context and situation  Make relevant and constructive contributions to discussions to suit audience, purpose, and medium  Interject and redirect discussion using appropriate language and register  Apply full range of skills to mixed-purpose texts (e.g. persuasive, instructional, descriptive)  Practice full reading sections from mock assessments  Produce full-length writing tasks using all skills (format, structure, tone, grammar, spelling)  Refine and proofread with an emphasis on clarity, organisation, and technical accuracy | Exam preparation |