**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 alphabetRead correctly words designated for entry 1Write letters of the alphabet in sequence in both lower and upper case | Respond to questions about specific informationRead simple sentences using one clauseSpell correctly words designated for entry 1 | Follow single step instructions, asking for repetition if neededIdentify and extract main information from short spoken statements and explanationsUse 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 topicsMake requests and ask straightforward questions using appropriate terms and registerUse lower case letters when there is no reason for capital lettersCommunicate info in single words or short phrases | Understand and participate in simple discussions or exchanges about a straightforward topic with another personUnderstand a short piece of text on a simple subjectPunctuate simple sentences with capital letters and full stopsCommunicate info in simple sentences | Exam preparation |

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

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| --- | --- | --- | --- | --- | --- |
| T1 | T2 | T3 | T4 | T5 | T6 |
| Read designated entry 2 wordsUse effective strategies (dictionary) to find the meaning of words and checkUse first and second letters in words to sequence in alphabetical orderSpell designated entry 2 words | Read and understand sentences with more than one clauseForm regular pluralsUse 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 questionsFollow the gist of discussionsRead texts that inform, narrate, describe, and instructUnderstand the main points in textsCommunicate info in words and short phrasesUse adjectives appropriately | Identify and extract main info and detail from short explanationsMake requests and ask clear questions appropriately in different contextsUnderstand organisational features in short, straightforward texts Communicate info in simple sentencesWrite 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 topicsMake appropriate contributions to simple group discussions with others about straightforward topicsUse illustrations, images, and captions to locate informationWrite 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 3Use effective strategies to find meaning of words (i.e. dictionary)Use first, second, and third letters to sequence in alphabetical orderSpell correctly words designated for entry 3 | Identify, understand, and extract main points and ideas from textsUse 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 explanationsFollow and understand the main points of discussionIdentify different purposes of straightforward textsForm regular and irregular pluralsWrite in compound sentences and paragraphs where appropriate | Communicate info and opinions clearly on a range of topicsRespond appropriately to questions on a range of straightforward topicsUnderstand 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 topicsListen to and respond appropriately to other points of view, respecting turn-takingMake requests and ask concise questions using appropriate language in different contextsWrite text of appropriate level of detail and length with an appropriate level of accuracyUse 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**

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| --- | --- | --- | --- | --- | --- |
| 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 textsUse reference materials and appropriate strategies (e.g. dictionaries and thesauruses) to find the meaning of wordsUse knowledge of punctuation to aid understanding of straightforward textsUse 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 lifeCommunicate information, ideas, and opinions clearly and coherentlyWrite 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 informationCompare information, ideas, and opinions in different textsRead and understand a range of specialist words in contextUse possessive apostrophes and commas in complex listsUse correct grammar including indefinite articles ("a"/"an")Continue to develop spelling of specialist and less common wordsUse format, structure, and language appropriate for audience and purposeAdd 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 evidenceIdentify relevant information and lines of argument in explanations or presentationsIdentify meanings in texts and distinguish fact and opinionRecognise 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 structuresWrite consistently and accurately in complex sentences using paragraphsDevelop written arguments or opinions with supporting evidence | **Adapting for Audience and Purpose**Focus: Adjusting tone and language; advancing ability to interpret text and speaking fluencyUse appropriate phrases, register, and adapt to audience and purposeFollow and understand discussions and make contributions relevant to the situation and subjectRecognise that language and other textual features can be varied to suit different audiences and purposesInfer from images meanings not explicit in the accompanying textEdit and proofread for punctuation, grammar, and spelling accuracyStrengthen accuracy in subject-verb agreement and use of complex structuresWrite 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 areasCommunicate information, ideas, and opinions clearly and accurately on a range of topicsMake requests and ask relevant questions to obtain specific info in different contextsRespond effectively to detailed questionsRespect turn-taking rights using appropriate language for interjectionApply all reading skills to mixed-purpose and exam-style textsPractice timed comparisons, fact/opinion recognition, and inference tasksReview all key grammar, punctuation, and spelling rulesProduce exam-style written responses across a range of genresDemonstrate 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 sourcesUse a range of reference materials and sources (e.g. glossaries, keys) for different purposes and to find meanings of wordsIdentify when main points are sufficient, and when specific detail is requiredPunctuate correctly using full stops, commas, apostrophes, question marks, and exclamation marksUse correct grammar (subject-verb agreement, consistent tenses, articles)Spell words most often used in work, study, and daily lifeCommunicate information, ideas, and opinions coherently and effectivelyWrite 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 conveyedFollow arguments, identifying different points of view and distinguishing fact from opinionIdentify different styles of writing and ‘writer’s voice’Introduce higher-level punctuation: colons, semicolons, quotation marks, inverted commasUse grammar to show modality (e.g. might, must, could) to express desirability/probabilityOrganise 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 cohesionConstruct 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 presentationsFollow narrative and lines of argumentRespond effectively to detailed or extended questions and feedbackIdentify implicit and inferred meaning in textsAnalyse texts of a range of complexity, recognising the use of vocabulary, bias, and formalityUse different language and register (e.g. persuasive techniques, evidence, specialist vocab) to suit audience and purposeContinue 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 requiredMake requests and ask detailed and pertinent questions to obtain information in a range of contextsExpress opinions and arguments and support them with relevant persuasive evidenceUnderstand the relationship between textual features and devices and how they shape meaning for different audiences and purposesContinue work on structure, cohesion, and persuasive toneUse 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 situationMake relevant and constructive contributions to discussions to suit audience, purpose, and mediumInterject and redirect discussion using appropriate language and registerApply full range of skills to mixed-purpose texts (e.g. persuasive, instructional, descriptive)Practice full reading sections from mock assessmentsProduce 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 |