



English skills to embed in other courses

Writing

E2/3 Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)
Complete a form asking for personal information (e.g. first name, surname, address, postcode, age, date of birth)

E2 Use lower-case letters when there is no reason to use capital letters
Spelling correctly words designated at Entry Level 2 (listed on a separate sheet)

E3 Write in compound sentences and paragraphs where appropriate
Spelling correctly words designated at Entry Level 3 (listed on a separate sheet)

L1 Use a range of punctuation correctly (e.g. full stops, capital letters, question marks, exclamation marks and possessive apostrophes)
Write consistently and accurately in *complex sentences* using paragraphs where appropriate
Spell words used most often in work, study, and daily life, including specialist words

L2 Construct complex sentences consistently and accurately, using paragraphs where appropriate
Punctuate sentences correctly using a wide range of punctuation marks (e.g. colons, commas, inverted commas, apostrophes, and quotation marks)
Spell words used most often in work, study, and daily life, including specialist words

**Functional skills: reading and spelling expectations – Entry Level 2**

letter, better	imagine	forwards, forty, fourteen, quarter, therefore
differ, different, difficult	mean, people, believe, complete, extreme, everything, everybody	perhaps, thirteen, thirty, surprise, year, early, heard, learn, earth
address, promise, city, circle, decide, notice, since, sentence, once, answer	busy, business, minute, build, women, pretty	remember, grammar, calendar, surname, pressure, forward
sure, sugar, pressure, machine, special	friend, anything	half
whole	won, son, among, young, touch, double, trouble, country, something, month	care, bear, bare
arrive, carry	watch, knowledge	our, hour
add, address	woman	seven, decide, address, arrive, important, probably, woman, second, difficult
guard, guide	move, blue, blew, truly, fruit, group, through	idea, material
age, page, strange	eight, eighteen, eighty, weigh, weight, daily, great, break, obey, straight	six, next
breathe	find, behind, quiet, quite, eye, height	music, beautiful, computer
position, possess, potatoes, cause	thought, caught, naughty, cause, always	possible, example, animal



**Functional skills: reading and spelling expectations – Entry Level 2**

- Words with prefixes where in- changes to il-, im-, ir-, before root words that begin with l, m, p, r (e.g. illegal, immoral, impossible, irregular)
- Words with suffixes where the root word remains unchanged (e.g. payment, witness, careful, careless, partly)
- Words with suffixes where the last e in a root word is dropped before adding a suffix beginning with a vowel (e.g. hoping, liked, safer)
- Words with suffixes where a root word ends with a short vowel sound and a single consonant letter, and the single consonant letter at the end of the root word is doubled before adding a suffix beginning with a vowel or y (e.g. chopped, winner, getting, sunny)
- Words with suffixes where y at the end of the root word is changed to i before adding a suffix beginning with a vowel (e.g. ladies, replied, happier) but not before -ing to avoid ii (e.g. replying)
- Words with suffixes ending in -tion (e.g. mention, question, position, action)
- Common words with letters corresponding to sounds that are often not pronounced (e.g. February, library, often, every, everything, interest, ordinary)
- The following homophones:

there, their, they're

here, hear

one, won

to, too, two



**Functional skills: reading and spelling expectations – Entry Level 3**

appear, opposite, apply	ease, criticise, position, cause	bought, brought, ought, therefore
doubt, debt, attach, minute	measure, treasure, pleasure	sugar, popular, particular, regular, centre
scheme, occasion, according	committee, bomb, thumb, crumb, climb, condemn, column, autumn	experience
picture, actual	knot, knee, knife, knowledge	excellent
rough, tough, cough, enough	committee, achieve	communicate, community, education
listen, fasten, whistle, criticise, receive, purpose, increase, recent, centre, exercise, medicine, experience	average, equip, bargain	available
especially, appreciate	curiosity, qualify, qualification	competition, correspond, determined, develop, frequently, explanation, dictionary, definite, thorough, borough, describe, experiment, purpose, opposite, suppose, famous, various, certain
guarantee	island	
knowledge, college	though, although	



**Functional skills: reading and spelling expectations – Entry Level 3**

In addition, students are expected to both read and spell correctly the words listed below. Words in brackets are examples. Words in bold are not examples; they are specific words that students are expected to both read and spell correctly.

Common words with the following suffixes or endings

- -ion (e.g. competition, discussion)
- -ian (e.g. electrician, politician)
- -cious, -tious (e.g. suspicious, cautious)
- -cial, -tial (e.g. artificial, essential)
- -ation, -ant, -ance (e.g. observation, observant, observance)
- -ent, -ency (e.g. frequent, frequency)
- -able, -ably (e.g. comfortable, comfortably)
- -able, -ably after ge and ce where e is not dropped before adding the suffix (e.g. changeable, noticeably)
- -ible, -ibly (e.g. possible, possibly)





Reading

E3 Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning and context)

Understand organisational features and use them to locate relevant information (e.g. contents, index, menus, tabs and links)

L1 Identify meanings in texts and distinguish between fact and opinion

Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheading, paragraphs) in a range of straight forward texts

L2 Identify implicit and inferred meaning in texts

Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources

Speaking and Listening

E3 Respond appropriately to questions on a range of straightforward topics

Partake in discussions that include instructions, information and descriptions

L1 Communicate information, ideas, and opinions clearly and accurately on a range of topics

Identify relevant information and lines of argument in explanations or presentations

L2 Respond effectively to detailed or extended questions and feedback

Take part in discussions, detailed explanations, and presentations, all of varying lengths

