KS5 POS Functional Skills English

	Skill standards	Coverage and range (indicative)
Entry Level 1	**Speaking, listening and communication** • Participate in and understand the main points of simple discussions/ exchanges about straightforward topics with another person • Say the names of the letters of the alphabet	• Identify and extract the main information from short statements and explanations • Follow single-step instructions, asking for them to be repeated if necessary • Respond to questions about specific information • Make clear statements about basic information and communicate feelings and opinions on straightforward topics • Make requests and ask straightforward questions using appropriate terms and registers • Say the names of the letters of the alphabet
	Reading • Read correctly words designated for Entry Level1	• Read simple sentences containing one clause • Understand a short piece of text on a simple subject
	Writing • Communicate information in words phrases and simple sentences	• Use a capital letter for the personal pronoun I and the first letter of proper nouns • Use lower-case letters when there is no reason to use capital letters • Write the letters of the alphabet in sequence and in both upper and lower case
	Skill standards	Coverage and range (indicative)
Entry Level 2	**Speaking, listening and communication** • Participate in discussions/ exchanges about straightforward topics, making active contributions, with one or more person	• Identify and extract the main information and detail from short explanations • Make appropriate contributions to simple group discussions with others about a straightforward topic • Clearly express straightforward information and communicate feelings and opinions on a range of straightforward topics • Make requests and ask clear questions appropriately in different contexts • Respond appropriately to straightforward questions • Follow the gist of discussions
	Reading • Read correctly words designated for Entry Level 2	• Understand the main points in texts • Read and understand sentences with more than one clause • Understand organisational markers in short, straightforward texts • Use effective strategies to find the meaning of words and check their spelling (e.g. a simple dictionary spell checker) • Use illustrations images and captions to locate information
	Writing • Communicate information using words and phrases appropriate to audience and purpose	• Write in compound sentences using common conjunctions (e.g. or, and, but) to connect clauses • Use basic punctuate correctly (e.g. full stops, capital letters, question and exclamation marks) • Spell correctly words designated for Entry Level 2 • Form regular plurals • Use the first and second letters to sequence words in alphabetical order • Complete a form asking for personal information (e.g., first name, surname, address, postcode, age, date of birth) • Use adjectives and simple linking words in the appropriate way

	Skill standards	Coverage and range (indicative)
Entry Level 3	**Speaking, listening and communication** • Listen to and respond appropriately to other points of view, respecting conventions of turn-taking • Make relevant contributions to group discussions about straightforward topics	• Follow and understand the main points of discussions • Communicate information clearly on a range of topics • Respond appropriately to questions on a range of straightforward topic • Make requests and ask concise questions using appropriate language in different contexts • Identify and extract relevant information and detail in straightforward explanations
	Reading • Read correctly words designated for Entry Level 3	• Identify, understand and extract the main points and ideas in and from texts • Understand organisational features and use them to locate relevant information (e.g. contents, index, menus, tabs and links) • Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge from different word types) • Identify different purposes of straightforward texts
	Writing Use appropriate format and structure when writing straightforward texts, including the appropriate use of heading and bullet points	• Use a range of punctuation correctly (e.g. full stops questions marks, exclamation marks, commas) • Communicate information ideas and opinions clearly and in a logical sequence (e.g. chronologically, by task) • Form irregular plurals • Use mostly correct grammar (e.g. subject verb agreement, consistent use of tense, definite and indefinite articles) • Use the first second and third place letters to sequence words in alphabetical order • Spell correctly words designated for Entry Level 3 • Write text of an appropriate level of detail and of appropriate length (including where this is specified) • Write in compound sentences and paragraphs where appropriate • Use language appropriate for purpose and audience
	Skill standards	Coverage and range (indicative)
Level 1	**Speaking, listening and communication** • Use appropriate phrases registers and adapt contributions to take account of audience purpose and medium	• Identify relevant information and lines of argument in explanations or presentations • Make requests and ask relevant questions to obtain specific information in different contexts • Respond effectively to detailed questions • Communicate information, ideas and opinions clearly and accurately on a range of topics • Express opinions and arguments and support them with evidence • Follow and understand discussions and make contributions relevant to the situation and the subject • Respect the turn taking rights of others during discussion using the appropriate language for interjections
	Reading • Identify and understand the main points ideas and details in texts • Read and understand a range of specialist words in context.	• Compare information ideas and opinions in different texts • Identify meanings in text and distinguish between fact and opinion • Recognise that language and other textual features can be varied to suit different audiences and purposes • Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words

		• Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a rage of straightforward texts.
		• Infer from images meanings not explicit in the accompanying text
		• Recognise vocabulary typically associated with specific types and purposes of text (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)
		• Use knowledge of punctuation to aid understanding of straightforward text
	Writing • Communicate information, ideas and opinions clearly, coherently and accurately	• Spell words used most often in work, study and daily life including specialist words
		• Write text of an appropriate level of detail; and of appropriate length (including where this is specified) to meet the needs of purpose and audience
		• Use format structure and language appropriate for audience and purpose
		• Use correct grammar (e.g. subject verb agreement, consistent use of different tenses definite and indefinite articles)
		• Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)
		• Write consistently and accurately in complex sentences, using paragraphs where appropriate