

# FUNCTIONAL SKILLS

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## A GUIDE TO ENGLISH READING.

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### WHAT IS IT?

English reading is one of three assessment components of the full English Functional Skill qualification, along with:

- English Writing
- English Speaking and Listening

Once each component is achieved then the full English qualification is awarded and this is equivalent to GCSE level.

### WHAT DO YOU HAVE TO DO?

The reading component of the English qualification is assessed separately from the other components by the way of an examination.

The exam can be completed traditionally on paper, or on a laptop.

You will be presented with formal written scenarios which could include an email, letter, article (anything that requires you to read). Previous examples include:

***“Social media: the new way to develop your career” (online article)***

***“Fundraising through fun-filled fitness” (email)***

You will be assessed on the following:

- Ability to select and use different types of text to obtain and utilise relevant information
- Summarise information and ideas from different sources
- Identify the purpose of a particular text
- Comment on how meaning is conveyed
- Detect point of view, implicit meaning and/or bias
- Analyse texts on relation to audience needs and consider suitable responses, where applicable.