



FUNCTIONAL SKILLS SPECIFICATION FOR ENGLISH LEVELS 1&2

Version: September 2011

Structure

These Functional Skills qualifications will assess three components:

- Speaking, Listening and Communication (internally assessed)
- Reading (externally assessed)
- Writing (externally assessed)

Assessment Design

Speaking, Listening and Communication

The assessment of speaking, listening and communication will be 100 per cent open response controlled assessment.

Reading

Fixed response assessment is permissible to support the direct assessment of reading skills and to minimise the writing demands that assessments place upon candidates, but will not exceed 50 per cent of the assessment component. Reading will be externally assessed.

Writing

The assessment of writing will be 100 per cent open response external assessment. Assessments will measure the quality of outcomes in relation to particular tasks' purposes and audiences and recognise the importance of accurate spelling, punctuation and grammar in formal contexts.

Between 40 and 45 per cent of marks for writing will be allocated specifically for spelling, punctuation and grammar.

Assessment Duration

The duration of the assessment should be a minimum of two hours and a maximum of three hours, including all three components.

Level 1

Skill standards	Coverage and range	Assessment weighting
<p>Speaking, listening and communication</p> <p>Take full part in formal and informal discussions and exchanges that include unfamiliar subjects.</p>	<p>Make relevant and extended contributions to discussions, allowing for and responding to others' input;</p> <p>Prepare for and contribute to the formal discussion of ideas and opinions;</p> <p>Make different kinds of contributions to discussions;</p> <p>Present information/points of view clearly and in appropriate language.</p>	<p>Not applicable</p>
<p>Reading</p> <p>Read and understand a range of texts at an appropriate level.</p>	<p>Identify the main points and ideas and how they are presented in a variety of texts;</p> <p>Read and understand texts in detail;</p> <p>Utilise information contained in texts;</p> <p>Identify suitable responses to texts;</p> <p>In more than one type of text.</p>	<p>Not applicable</p>
<p>Writing</p> <p>Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience.</p>	<p>Write clearly and coherently, including an appropriate level of detail;</p> <p>Present information in a logical sequence;</p> <p>Use language, format and structure suitable for purpose and audience.</p>	<p>55-60%</p>
	<p>Use correct grammar, including correct and consistent use of tense;</p> <p>Ensure written work includes generally accurate punctuation and spelling and that meaning is clear;</p> <p>In more than one type of text.</p>	<p>40-45%</p>

Level 2

Skill standards	Coverage and range	Assessment weighting
<p>Speaking, listening and communication</p> <p>Make a range of contributions to discussions in a range of contexts, including those that are unfamiliar, and make effective presentations.</p>	<p>Consider complex information and give a relevant, cogent response in appropriate language;</p> <p>Present information and ideas clearly and persuasively to others;</p> <p>Adapt contributions to suit audience, purpose and situation;</p> <p>Make significant contributions to discussions, taking a range of roles and helping to move discussion forward.</p>	<p>Not applicable</p>
<p>Reading</p> <p>Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions.</p>	<p>Select and use different types of texts to obtain and utilise relevant information;</p> <p>Read and summarise, succinctly, information/ideas from different sources;</p> <p>Identify the purposes of texts and comment on how meaning is conveyed;</p> <p>Detect point of view, implicit meaning and/or bias;</p> <p>Analyse texts in relation to audience needs and consider suitable responses;</p> <p>In three or more texts.</p>	<p>Not applicable</p>
<p>Writing</p> <p>Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively.</p>	<p>Present information/ideas concisely, logically, and persuasively;</p> <p>Present information on complex subjects clearly and concisely;</p> <p>Use a range of writing styles for different purposes;</p> <p>Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively.</p> <p>Punctuate written text using commas, apostrophes and inverted commas accurately;</p> <p>Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types.</p>	<p>55-60%</p> <p>40-45%</p>