

# English **Functional Skills**

Entry Level 3, Level 1 & Level 2

Small  
class  
sizes

Outstanding  
Support

Excellent  
Progression

Day or  
evening  
classes

Up to  
17 weeks  
course



# English **Functional Skills**

**Our Functional Skills English course aims to build on your current skills and to focus on the skills needed to help you succeed in everyday work and social situations. They look at communication skills in reading, writing, speaking and listening and are available at three levels (Entry Level 3, Level 1 & 2).**

## **Duration**

Up to 17 weeks.

## **Price**

FREE if you are 19+ and you do not currently hold a GCSE at grade A\*-C / 9-4 or equivalent.

## **Learning Method**

In person delivery. Your progress will be regularly reviewed with your tutor. You will work individually, in pairs, small groups or as a whole class in order to consolidate the skills and knowledge taught. You will need to do approximately 3 hours of directed study per week in your own time.

## **What will I learn?**

The courses will focus on reading, technical writing skills and planning and creating a range of personal and work documents such as letters, reviews and forum posts. The courses will also develop confidence in your speaking and listening skills. The speaking and listening tasks focus on effective communication in discussion groups and individual work. In addition to class time, you will complete around 3 hours of independent study per week.

## **Course units**



Understanding textual features



Identifying different styles of writing



Communicating information and expressing views



Spelling words used in work, study and daily life



Adapting language suited to audience



### Why should you study at Runshaw?

- High level of support provided by professional tutors.
- Fully taught (face to face) lessons by qualified experienced English tutors.
- Expertly developed resources tailored to each level of the course which are presented in a variety of ways including paper based, videos, practical activities and online materials.

### Progression

On successful completion of the course you will achieve a Functional Skills qualification in English at either Entry Level 3, Level 1 or Level 2. You may then progress to the next level of Functional Skills English or to other further education courses. You should also be able to access a range of jobs and careers.

Where are **you** going?

Sales Assistant

Teaching Assistant

Manager

Counsellor

Senior Administrator



#FutureYou

# English **Functional Skills**

## **Funding**

This course may be FREE if you are 19+ and you do not currently hold a GCSE at Grade A\*-C/9-4 or equivalent.

If you do not meet these requirements, then the course is £724 and you can split this payment into four consecutive monthly payments.

## **Other courses we offer**

- Maths Functional Skills (Entry Level 3, Levels 1&2)
- CPCAB Certificate in Counselling
- CIPD Foundation Certificate in People Practice Level 3
- Teaching Assistant Level 2 Certificate in Supporting Teaching and Learning



**Scan here to find out more!**



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