

# English **Functional Skills**

Entry Level 3, Level 1 & Level 2

High student  
satisfaction

Outstanding  
Support

Employment  
skills focus

Day or  
evening  
classes



# English **Functional Skills**

**Our Functional Skills English course is designed to develop your existing literacy skills. The three core elements of study are reading, writing and speaking & listening. Our aim is to provide you with English skills that will help you succeed in your everyday life, at work and further courses of study.**

## Duration

17 weeks.

## What will I learn?

The courses will focus on reading, technical writing skills, planning and structuring written tasks and creating a range of documents such as letters, emails and forum posts. In addition, you will develop your speaking and listening skills, communicating effectively in discussions and presenting to others.

## Options for the Course Structure:

### On-Site

1 x 3 hour lesson per week

Daytime and evening classes available

The classes are delivered by one of our English tutors and your progress is regularly reviewed.

You are also required to complete up to 3 hours of directed study out of class.

There are 3 components to the course: reading, writing and speaking & listening.

You need to pass all 3 in order to gain the qualification.

### Online

This option is available for Level 2 and offers a more independent form of study. You will be working on-line on topics that are designed to meet your specific areas of need. Your progress is monitored by our tutors and drop-in sessions are available as appropriate.

The first 4 weeks of this course are explicitly for speaking & listening and you would be required

to attend an on-line day or evening session for this. The sessions will last 1 ½ hours. You must pass this component before you will be given access to the rest of the platform to work through the reading and writing elements independently.

You will have access to the Runshaw College online platform and will be able to take your examinations online.

There are 3 components of study: reading, writing and speaking & listening. You need to pass all 3 in order to gain the qualification.

## 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

Students who complete the I1 course progress to L2. Those who complete L2 progress to employment or other areas of study.

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**

- Entry Level 3, Levels 1 & 2 Maths Functional Skills
- Level 2 Certificate in Supporting Teaching and Learning
- Level 2 Foundation Certificate in Accounting
- Level 3 Foundation Certificate in People Practice



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