

ENGLISH – Functional skills Level 2

Using the text book and 10 minute test book work through the book for an hour a day. Mark your work as you go along, find videos to help you learn and support.

Tick and date the topics as you work through them:

PART 1 A - READING

SECTION 1 – Reading – Using the purple CGP book work through the following

- | | |
|---|----------------------|
| <input type="checkbox"/> The purpose of texts | Date completed:_____ |
| <input type="checkbox"/> Reading between the lines | Date completed:_____ |
| <input type="checkbox"/> Understanding the writers point | Date completed:_____ |
| <input type="checkbox"/> Spotting different types of text | Date completed:_____ |
| <input type="checkbox"/> Spotting presentational features | Date completed:_____ |
| <input type="checkbox"/> Spotting language techniques | Date completed:_____ |
| <input type="checkbox"/> Identifying tone and style | Date completed:_____ |

PART 1 B – READING TESTS – USING THE 10 MINUTE TEST BOOKS

- | | | |
|---------------------------------|----------------------|--------------|
| <input type="checkbox"/> Test 1 | Date completed:_____ | Score: 8/8 |
| <input type="checkbox"/> Test 2 | Date completed:_____ | Score: 7/8 |
| <input type="checkbox"/> Test 3 | Date completed:_____ | Score: 6/8 |
| <input type="checkbox"/> Test 4 | Date completed:_____ | Score: _____ |
| <input type="checkbox"/> Test 5 | Date completed:_____ | Score: 6/8 |
| <input type="checkbox"/> Test 6 | Date completed:_____ | Score: 8/8 |
| <input type="checkbox"/> Test 7 | Date completed:_____ | Score: 8/8 |
| <input type="checkbox"/> Test 8 | Date completed:_____ | Score: 8/8 |

SECTION 2 – Finding information from texts - Using the purple CGP book work through the following

- | | |
|--|----------------------|
| <input type="checkbox"/> Picking out the main points | Date completed:_____ |
| <input type="checkbox"/> Reading for detail | Date completed:_____ |
| <input type="checkbox"/> Using information | Date completed:_____ |
| <input type="checkbox"/> Using more than one text | Date completed:_____ |

PART 2 B – READING TESTS – USING THE 10 MINUTE TEST BOOKS

- | | | |
|---------------------------------|----------------------|----------------------|
| <input type="checkbox"/> Test 1 | Date completed:_____ | Score: _____7/8_____ |
| <input type="checkbox"/> Test 2 | Date completed:_____ | Score: _____8/8_____ |
| <input type="checkbox"/> Test 3 | Date completed:_____ | Score: _____8/8_____ |
| <input type="checkbox"/> Test 4 | Date completed:_____ | Score: _____7/8_____ |

PART 2 – WRITING

SECTION 1 – Writing structure and planning

- | | |
|--|-----------------------|
| <input type="checkbox"/> Knowing your audience and purpose | Date completed: _____ |
| <input type="checkbox"/> Planning your answer | Date completed: _____ |
| <input type="checkbox"/> Writing and checking your answer | Date completed: _____ |
| <input type="checkbox"/> Using paragraphs | Date completed: _____ |

SECTION 2 – Choosing the right language and format

- | | |
|--|-----------------------|
| <input type="checkbox"/> Writing emails | Date completed: _____ |
| <input type="checkbox"/> Writing letters | Date completed: _____ |
| <input type="checkbox"/> Writing articles | Date completed: _____ |
| <input type="checkbox"/> Writing reports | Date completed: _____ |
| <input type="checkbox"/> Writing leaflets | Date completed: _____ |
| <input type="checkbox"/> Writing persuasively | Date completed: _____ |
| <input type="checkbox"/> Writing about your opinions | Date completed: _____ |

SECTION 3 – Using grammar

- | | |
|--|-----------------------|
| <input type="checkbox"/> Using sentences | Date completed: _____ |
| <input type="checkbox"/> Using joining words to add detail | Date completed: _____ |
| <input type="checkbox"/> Using joining words to link ideas | Date completed: _____ |
| <input type="checkbox"/> Using different verb tenses | Date completed: _____ |
| <input type="checkbox"/> Using modal verbs | Date completed: _____ |
| <input type="checkbox"/> Common mistakes with verbs | Date completed: _____ |

SECTION 4 – Using correct punctuation

- | | |
|--|-----------------------|
| <input type="checkbox"/> Punctuating sentences | Date completed: _____ |
| <input type="checkbox"/> Using commas | Date completed: _____ |
| <input type="checkbox"/> Using apostrophes | Date completed: _____ |
| <input type="checkbox"/> Inverted commas and quotation marks | Date completed: _____ |
| <input type="checkbox"/> Using colons | Date completed: _____ |

SECTION 5 – Using correct spelling

- | | |
|---|-----------------------|
| <input type="checkbox"/> Spelling tricks | Date completed: _____ |
| <input type="checkbox"/> Making plurals | Date completed: _____ |
| <input type="checkbox"/> Adding prefixes and suffixes | Date completed: _____ |
| <input type="checkbox"/> Common spelling mistakes | Date completed: _____ |

☐ Commonly confused words
completed: _____

Date _____

PART 2 B – WRITING TESTS – USING THE 10 MINUTE TEST BOOKS

SECTION 1 – Grammar

☐ Test 1 Date completed: _____ Score: _____

☐ Test 2 Date completed: _____ Score: _____

☐ Test 3 Date completed: _____ Score: _____

SECTION 1 – Punctuation

☐ Test 1 Date completed: _____ Score: _____

☐ Test 2 Date completed: _____ Score: _____

SECTION 3 - Spelling

☐ Test 1 Date completed: _____ Score: _____

☐ Test 2 Date completed: _____ Score: _____

SECTION 4 – Grammar, Punctuation and spelling

☐ Test 1 Date completed: _____ Score: _____

☐ Test 2 Date completed: _____ Score: _____

SECTION 5 – Structure and format

☐ Test 1 Date completed: _____ Score: _____

☐ Test 2 Date completed: _____ Score: _____

☐ Test 3 Date completed: _____ Score: _____

☐ Test 4 Date completed: _____ Score: _____

☐ Test 5 Date completed: _____ Score: _____

☐ Test 6 Date completed: _____ Score: _____

☐ Test 7 Date completed: _____ Score: _____

☐ Test 8 Date completed: _____ Score: _____

☐ Test 9 Date completed: _____ Score: _____