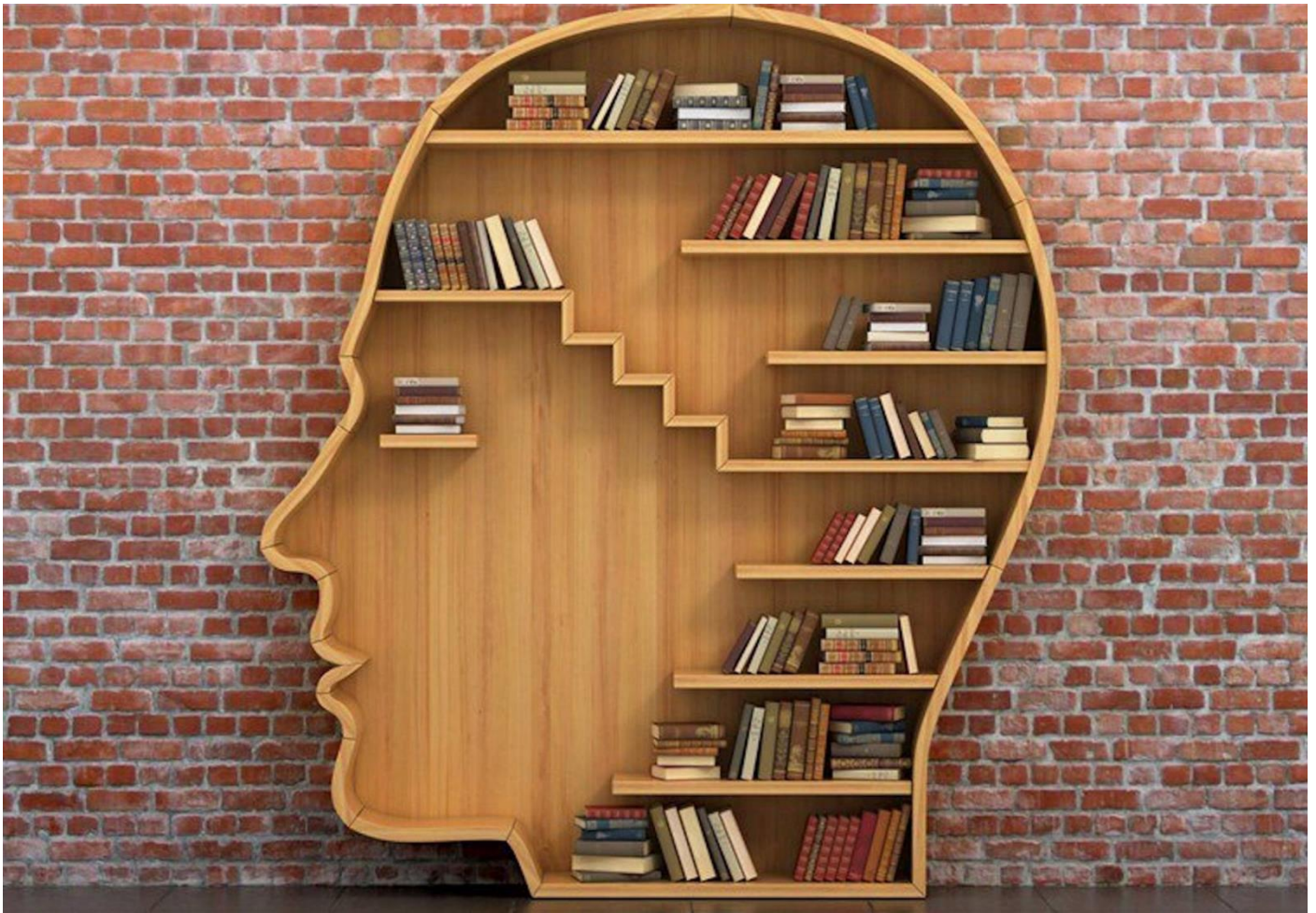


# English Functional Skills



**Prison  
Education**



## Work Pack 1 Reading for Meaning

**Candidate Name:**

**Date Received:**

**Date Returned:**

**Date Marked:**

## Work Pack 1 Reading for meaning.

We are looking forward to seeing you in Education soon. In the meantime, as you may know if you don't practice a skill regularly it will be more difficult to pick up again later. So, we have put this work pack together for you to help develop and practice your reading skills.

There are 2 activities that you will need to read carefully and answer the questions on.

If you find anything difficult then please make a note of it in your ILP and we will get back to you with help or advice on that question.

Remember the more you read, the better your English will become, so keep reading.



## Picking Out the Main Point

### The main point of a text is what it is about

- 1) You **don't** need to read **all** of a text to find the **main point**.
- 2) Move your eyes **quickly** over the text, looking for **key words**.
- 3) **Key words** are the **most important** words in the text.
- 4) **Underline** any key words that you find.

#### Example 1

Not much is known about the history of Stonehenge.  
Nobody knows when it was built, but most historians  
think it must have been between 3000 and 2000 BC.

The key words in the text are underlined. They tell you that the text is about the history of Stonehenge.

#### Example 2


Taking regular exercise helps to keep you healthy.  
It reduces your risk of heart disease and diabetes.

The key words tell you that the text is about why exercise is good for you.

### The most important point usually comes first

- 1) Some texts are divided into **paragraphs**. Paragraphs are **groups** of sentences.
- 2) The **main point** of a text is often in the **first paragraph**.

#### Example

 Send	From: <input type="text" value="gavin.kelley@web.co.uk"/>
	To: <input type="text" value="j.harrick@nth.com"/>
	Subject: <input type="text" value="Theatre trip"/>

Hi Jonathan,

I'd like to go to the theatre for my birthday next Wednesday. I was wondering if you wanted to come too?

The play I want to see is called 'Men and Boys'. It's a drama set in World War Two. The tickets are £20 each. I can buy them for us.

The invitation to go to the theatre is the most important point. It is in the first paragraph.

The second paragraph gives extra details.



## Using Key Words to Find Information

### Look for key words in the question and the text

- 1) You **don't** have to read the **whole text** to find a piece of information.
- 2) Underline the **key words** in the **question**.
- 3) Quickly **read through** the text, looking for these **key words**.
- 4) When you find one, read the rest of the sentence **carefully** to find the answer.

See p. 4 for more  
on key words.

#### Example

1) How often should you collect your mail?

This question is about collecting your mail. Look for the word 'collect' in the text.

#### Using a Post Office (PO) box

Having your mail sent to a PO box lets you keep the address of your company private.

If you have a PO box you must collect your mail once a month. The Post Office can deliver mail from PO boxes for an extra fee.

The word 'collect' is here. Read the rest of the sentence to find the answer.

The answer is 'once a month'.

### Think about what the question means

The key words in the **question** might not be **exactly** the same as the words in the **text**.

#### Example

1) Give **one** example of a subject you can try at the open day.

This question is asking about subjects.

#### Mid-Valley Language School

Mid-Valley Language School is having an open day on Thursday 14th May. Come and have a free taster session.

We have lots of classes on offer:

French German Spanish Arabic Mandarin

'Classes' means the same as subjects.

There are five options that answer the question. Choose one of them.

## Activity 1

- Read the email and complete the activities.

**From** the3dview@cinema.com  
**To** lizabhappy@livemail.com  
**Subject** Win free cinema tickets for a year

### Win free cinema tickets for a year

Hi Liza

We know that you love the cinema. You visit us at least once a month. So now we want to tell you about a great competition.

You can win 12 free passes for 2 people, one for each month of the year. This is a really great opportunity to see all of your favourite movies and new releases. You can bring family, friends or even give someone a surprise treat! You can use the tickets in the morning, afternoon and evening. Only over 18s are admitted after 10.30 pm.

The lucky winner will also receive some free phone apps so that they can check what is on any time or day of the week. How much fun is that?

It really is simple to enter. Tell us why you would like to win, who you would like to take with you and the type of films you enjoy.

Complete the competition entry form attached to this email and send it to [the3dview@cinema.com](mailto:the3dview@cinema.com) by 30 September.

**From 31 July all of our big screens will be in 3D!**

We are always looking to improve our service so now there's new seating with extra leg room.

Good luck.

*Emile Browning*

Manager



**T**he 3dview cinema

*You can take your competition form to our Head Office in Market Street. Go left out of the cinema. Turn right into Station Road. Our office is opposite the bus station.*

- Would you like to enter this competition? Why or why not?

---



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---

- Circle **three** different punctuation marks used at the end of sentences.

- In the email circle the words that give you directions to Head Office.

- There are **five** words underlined in the email. Find them in the word search.

c	i	n	e	m	a	d	k	s
o	f	f	o	d	a	i	o	c
r	a	w	m	n	i	y	u	r
o	r	m	o	o	s	r	y	e
b	a	r	v	c	s	h	w	e
a	g	f	i	l	m	s	b	n
m	f	e	e	u	f	p	m	s
z	r	m	s	t	b	q	k	h
p	h	i	p	t	a	t	i	l
r	e	l	e	a	s	e	s	f

## QUIZ

1. Why did the cinema manager send the email?

---

2. Name **two** things the email is advertising.

---

---

3. Where can you find the entry form?

---

4. When does the entry form have to be in by?

---

5. What can you win?

---

6. Who can go to the cinema after 10.30 pm?

---

7. Write down **three** types of end of sentence punctuation marks used in the email.

---

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- Read the film review then answer the questions.

# MOVIES

## Count Me In

*Reviewed by Nev Price*

A simple and funny romantic story, count Me In will appeal to adults of both genders. A great movie to see at the weekend with friends \_\_\_\_\_ indulging in a big tub of popcorn.

### Reviewer's Rating



The storyline is a bit cheesy. Caprice turner meets her best friend's new boyfriend \_\_\_\_\_ falls in love with him at first sight. The film shows how Caprice tries to make sure she goes everywhere with the couple \_\_\_\_\_ of course she doesn't let on how she feels about him.

The film has lots of funny scenes and a few that will make you reach for your tissues. once you have watched the film at the cinema you will \_\_\_\_\_ want to get a copy of your own to watch at home again and again.

a) Underline **three** words in the first paragraph that describe the film.

b) Which word in the review means to treat yourself?

\_\_\_\_\_

c) In the review, these four words are missing. Put them in the correct spaces.

but and while then

d) Circle **three** words in the review that should start with a capital letter.

e) What star rating did Nev give the film?

\_\_\_\_\_

- Match the words to the details. The first one has been done for you.

Postcode	10 Station Road Brinlington
Surname	22 October 2019
Address	Emile
Email address	09988 456456
First name	Browning
Date	MM15 8JJ
Phone no.	the3dview@cinema.com

### Tutor Feedback for Activity 1

**Candidate  
Name/Signature**

***Tutor*  
Name/Signature**

## Activity 2

- Read this short article and answer the questions on the next page

### **Steer clear of swooping magpies**

It's time to get out your “space helmets” and umbrella - magpies are swooping as they protect their chicks.

The magpie breeding season lasts from July until December. During the breeding season, the best approach is to stay well clear of areas where magpies are known to be swooping, particularly the nesting tree.

The Moreton Bay Regional Council wants residents to be “magpie-smart”. They state that if you must enter the area, move through it quickly. Wear a hat and sunglasses or carry an umbrella

Not all magpies swoop and those that do are only trying to be good parents.



## Questions

1. What are magpies doing?.....

2. Who are they protecting?.....

3. Write two things you can do to avoid being hurt.

.....

.....

4. Who wants residents to be “magpie-smart”?

.....

5. Magpies breed in March.                      **True / False**

6. You should wear sunglasses.                **True / False**

7. All magpies swoop.                              **True / False**

8. You should avoid magpie areas.           **True / False**

**Find a word in the story that means:**

9. Fast .....
10. Hold .....
11. Mother and Father .....
12. Look after .....

**Complete the “ea” words**

- cl—r .....
- oc—n .....
- br—th .....
- br—d .....
- s—son .....
- pl—se .....

**Tutor Feedback for Activity 2**

**Candidate  
Name/Signature**

***Tutor*  
Name/Signature**



## Activity 3

Below is a menu for an Italian take away have a look and then see if you can sort out the order for you and 3 friends.

<p><b>Starters</b></p> <p><b>Antipasto Misto</b> A selection of Salami, meats, salad, ripe vine tomatoes and mozzarella</p> <p><b>Caesar Salad</b> A mix of fresh leaves, strips of chicken and smoked bacon, with an olive oil dressing</p> <p><b>Funghi al aglio</b> Button mushrooms, lightly sautéed with a garlic and parsley dressing</p> <p><b>Pasta Dishes</b></p> <p><b>Lasagne</b> Layers of meat and tomato sauce, sandwiched between sheets of pasta and bechamel sauce</p> <p><b>Pasta Primavera</b> Pasta topped with fresh vegetables, including peas, carrots, beans, and broccoli</p> <p><b>Pasta Milanese</b> Pasta shells topped with a rich, spicy meat sauce, fresh herbs and grated parmesan cheese</p>	<p><b>Pizzas</b></p> <p><b>Pizza Margherita</b> A thin crust pizza with a rich tomato and herb base, covered with mozzarella.</p> <p><b>Pizza Casa Mia</b> A speciality pizza with fresh tomatoes, mozzarella, salami, ham, roasted peppers, onions and sweetcorn</p> <p><b>Pizza Napoli</b> A deep pan pizza with tomatoes, mushrooms and olives, topped with mozzarella</p> <p><b>Desserts</b></p> <p><b>Ice cream</b> Our house speciality is Neapolitan: a blend of chocolate, strawberry and vanilla, but we also serve pistachio, toffee or cherry in a combination of your choice.</p> <p><b>Tiramisu</b> Layers of chocolate, coffee and cream sandwiched between soft sponge cake.</p> <p><b>Fruit Salad</b> Our fresh fruit salad is made daily and is served with home-made ice cream</p>
---	--



From the menu work out and list what you have each chosen.

You choose a starter that includes meat but no cheese \_\_\_\_\_

and a vegetable pasta dish \_\_\_\_\_

Your friend Mark chooses a deep pan pizza \_\_\_\_\_

and a dessert without ice cream \_\_\_\_\_

Ali decides to have a spicy pasta dish \_\_\_\_\_

and a house speciality dessert \_\_\_\_\_

Chris isn't hungry so would like a salad starter \_\_\_\_\_

but can't resist a home-made dessert \_\_\_\_\_



**Tutor Feedback for Activity 3**
**Candidate  
Name/Signature**
**Tutor  
Name/Signature**

And lastly a word search on silent letters, good practice for reading and, also for spelling which will come up in later workpacks.

w	e	a	l	j	k	c	l	i	m	b	g	n	i	t
c	h	u	n	d	o	u	b	t	d	e	m	n	h	h
c	o	o	h	s	r	y	p	i	f	r	i	f	o	u
e	c	a	l	f	w	h	a	k	e	g	m	p	n	m
j	u	s	g	e	a	e	b	d	n	n	a	k	e	b
l	o	x	d	o	r	t	r	w	y	o	o	u	s	u
c	a	s	t	l	e	n	d	r	e	m	c	r	t	s
r	t	w	a	n	d	a	t	e	a	e	l	k	l	m
o	e	i	r	d	o	k	t	c	t	h	k	i	n	c
w	t	i	h	a	t	y	u	k	n	e	e	u	m	o
r	o	s	g	i	p	t	i	s	a	r	a	t	h	m
o	e	r	s	n	a	h	o	u	r	d	k	l	i	b
n	f	e	f	o	j	v	e	t	u	n	i	l	p	o
g	d	k	n	o	b	f	a	t	s	w	o	r	d	e
w	i	h	l	k	g	n	a	w	c	h	g	n	e	t

The words you are looking for are;

doubt	knock	whole	castle	thumb
gnome	hour	wrap	knob	sword
wreck	reign	honest	calf	knee
Answer	comb	wrong	gnaw	climb

Don't forget these can be forwards, backwards or diagonally. Good luck.

Outcome 1 – were you able to read all the pieces of text and gain meaning from them				Tick
1.1 recount the main events of:				
➤ short <b>descriptive</b> texts				
➤ <b>explanatory</b> texts				
1.2 follow <b>written instructions</b> to carry out an activity				
1.3 recognise the different <b>purposes</b> of texts				
Outcome 2 – were you able to use images to help understanding				Tick
relate an <b>image</b> to print and use it to obtain meaning				

**Reflective practice sheet**

What went well for you?	Learner comments.	Tutor feedback

**Suggestions:**

Is there anything you feel you would like to see in this pack?

Please add your comments here.

**Thank you.**

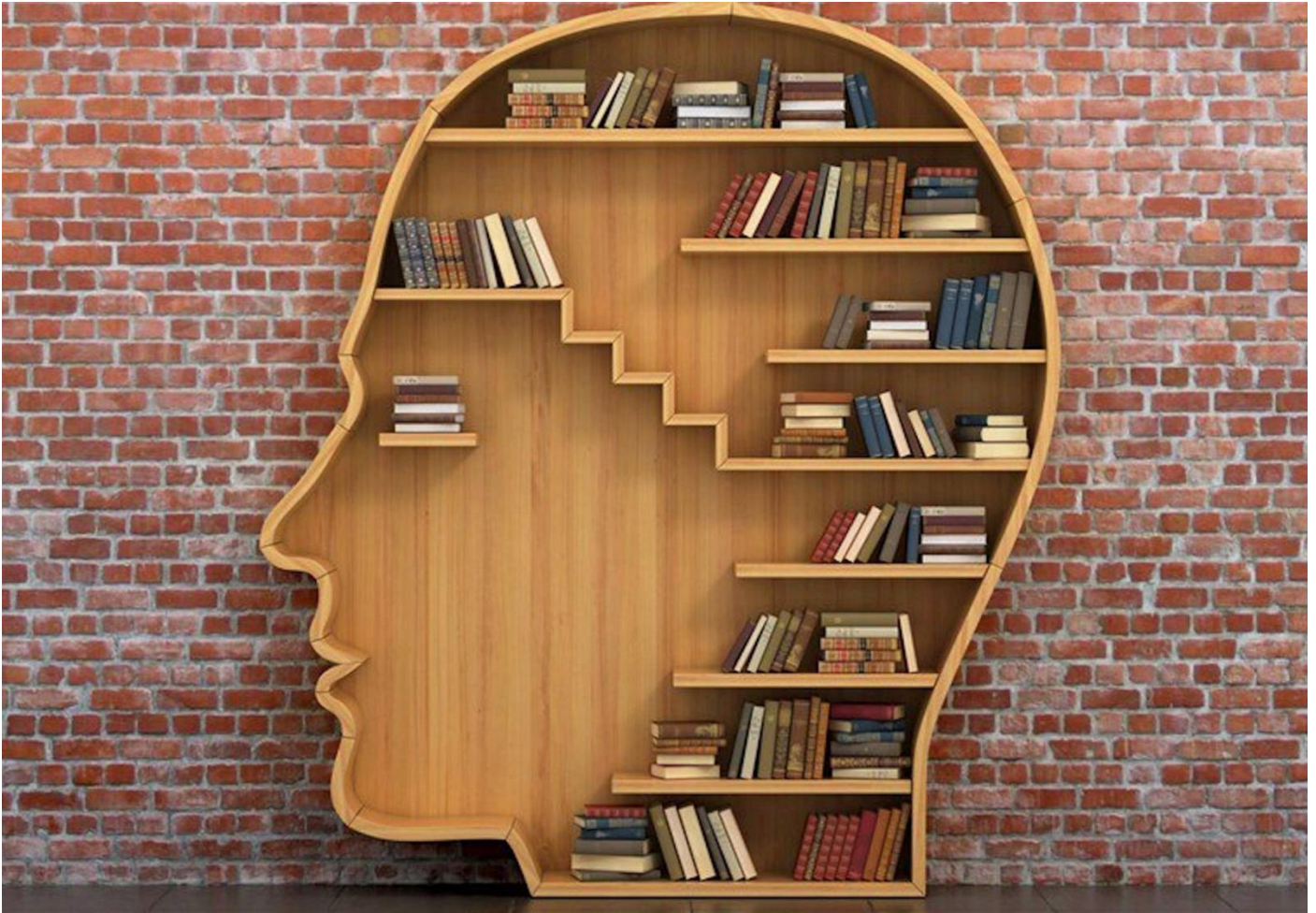
**Well done for completing the Activities**

**You are now on your way to Reading practice papers**

**Good Luck**



# English Functional Skills



## Work Pack 2 Reading for Meaning

Candidate Name:

Date Received:

Date Returned:

Date Marked:

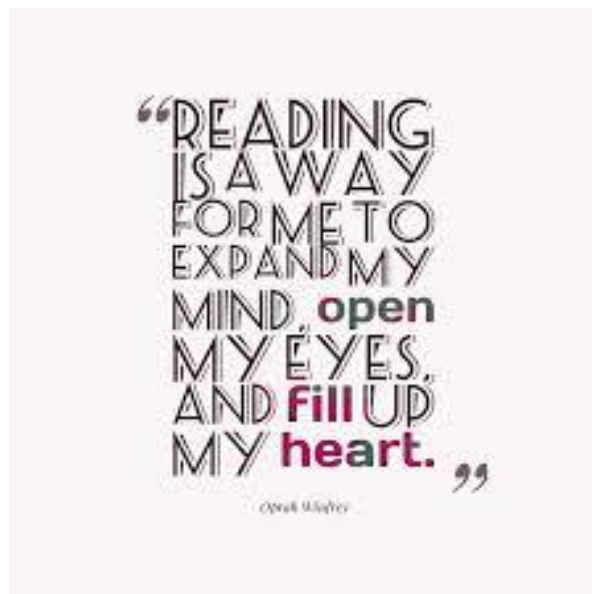
## Work pack 2 Reading for meaning.

We are hoping to see you in Education as soon as things return to normal. In the meantime, please continue to practice your reading skills, if you don't, it becomes more difficult to pick up again later. Work pack 2 has been designed to continue developing and help you practice your reading skills further.

There are 2 activities that you will need to read carefully and answer the questions on.

If you find anything difficult then please make a note of it in your ILP and we will get back to you with help or advice on that question.


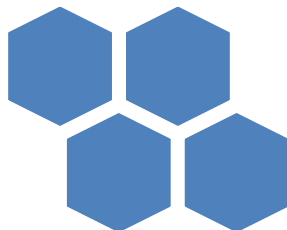
Remember the more you read, the better your English will become, so keep reading.



In work pack 3 you will need to read a book. If you are unsure about which book to choose, ask someone from the Library team or let us know on your ILP and we will try to recommend something that you might enjoy. Better still ask your friends, they probably like the same kind of things you do.

## Activity 1

- Match the **features** to their name by drawing a line to connect them.

<table><tr><td>1.</td><td>i.</td><td>1)</td></tr><tr><td>2.</td><td>ii.</td><td>2)</td></tr><tr><td>3.</td><td>iii.</td><td>3)</td></tr><tr><td>4.</td><td>iv.</td><td>4)</td></tr></table>	1.	i.	1)	2.	ii.	2)	3.	iii.	3)	4.	iv.	4)	<b>Bullet Points</b>
1.	i.	1)											
2.	ii.	2)											
3.	iii.	3)											
4.	iv.	4)											
	<b>Headings and subheadings</b>												
<table><tr><td><ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul></td><td><ul style="list-style-type: none"><li>❖</li><li>❖</li><li>❖</li><li>❖</li></ul></td><td><ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>✚</li><li>✚</li><li>✚</li></ul></td><td><ul style="list-style-type: none"><li>✓</li><li>✓</li><li>✓</li><li>✓</li></ul></td><td><ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li><li>▪</li></ul></td></tr></table>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>❖</li><li>❖</li><li>❖</li><li>❖</li></ul>	<ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul>	<ul style="list-style-type: none"><li>✚</li><li>✚</li><li>✚</li></ul>	<ul style="list-style-type: none"><li>✓</li><li>✓</li><li>✓</li><li>✓</li></ul>	<ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li><li>▪</li></ul>	<b>Diagrams</b>						
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>❖</li><li>❖</li><li>❖</li><li>❖</li></ul>	<ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul>											
<ul style="list-style-type: none"><li>✚</li><li>✚</li><li>✚</li></ul>	<ul style="list-style-type: none"><li>✓</li><li>✓</li><li>✓</li><li>✓</li></ul>	<ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li><li>▪</li></ul>											
	<b>Numbering</b>												
<p><b>Good News</b></p> <p><b>Prices are down</b></p> <p>Sale time has arrived, and prices are down for the next month. This is good news for all.</p>	<b>Block capitals</b>												

- Read the article below and **rewrite** it below using at least **two** features listed on the previous page to make it more interesting to read.

Advice on getting ready for a job interview. What do I need to do before an interview? Give yourself plenty of time to research the job and the company. Think about how your experience, interests and skills fit the job and the company. Find out what the employer is actually looking for. Think about questions you might be asked and then prepare answers to these questions.

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1. Which features did you use?

2. Why did you choose these features?

3. What does this text do?

Tick the correct box.

- |           |                          |
|-----------|--------------------------|
| Describe  | <input type="checkbox"/> |
| Advertise | <input type="checkbox"/> |
| Entertain | <input type="checkbox"/> |
| Inform    | <input type="checkbox"/> |

### Tutor Feedback for Activity 1

Tutor  
Name/Signature

Candidate  
Name/Signature



## Activity 2

- Look at the **ten** words and phrases below, often used in application forms. Put them into alphabetical order.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

*interests*

**application**

postcode

**contact details**

**employment history**

**address**

current position

**experience**

**qualifications**

*surname*



- Now put the words into the correct section.

## **Job**

### **Personal Details**

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### **Education**

---

---

---

### **Work Experience**

---

---

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### **Additional Information**

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- Read this job advertisement carefully.

**Office Assistant** needed for busy design company. Duties include contacting clients on our database, word processing, and general office duties. This is a fast-moving environment and you will need a good eye for detail as well as a flexible approach to your work. For a job application pack please write to:

Personnel Manager

Malik Design Ltd

89 Mount Green Road

Worksworth  
WK23 7NN

- Decide whether the following statements are true or false.  
Underline your answers.

The applicant must be able to use a computer. **True / False**

The applicant will not have contact with customers. **True / False**

The person to contact is Mr Malik Design. **True / False**

---

When you are applying for a job it is not unusual to have an interview. During this the employer may chat to you about general things not just the job you have applied for. To prepare for this you should read about what is happening in the news. You will find this information in newspapers or online. So, let's practice this now.

On the next page is an article about April Fool's day, it is a short but fun piece, typical of a newspaper or magazine especially when they need to fill a gap.



### April Fool's traditions

In the UK, jokes and tricks can be played up until noon on 1 April. After midday it's considered bad luck to play a trick. Anyone who forgets this and tries a joke in the afternoon becomes an 'April Fool' themselves.

So, what kind of jokes do people play? Well, a simple example would be telling your friend that their shoelaces are undone. Then, when they bend down to do them up, you shout, 'April Fool!', and they realise their shoelaces are fine. Maybe it's not your kind of humour, but watch out, there's always someone who will find it hilarious! In Ireland, a popular prank is to send someone on a 'fool's errand'. The victim is sent to deliver a letter, supposedly asking for help. When the person receives the letter, they open it, read it and tell the poor messenger that they will have to take the letter to another person. This continues and the victim ends up taking the message to several different people until someone feels sorry for them and shows them what the letter says: 'Send the fool to someone else.'

In France, Belgium, the Netherlands, Italy and French-speaking areas of Canada and Switzerland, the 1 April tradition is known as the 'April Fish'. A common joke is to try to stick a paper fish onto a victim's back without being noticed.

Read this carefully. What do you think? Is it still really a tradition?

Do adults play these pranks or is it a day for children?

When did you last play a prank on someone? What did you do?

How would you answer these questions in an interview? Make some notes in the box below.

Notes

#### Tutor Feedback for Activity 2

**Tutor  
Name/Signature**

**Candidate  
Name/Signature**

Outcome 1 – were you able to read all the pieces of text and gain meaning from them		Tick
<ul style="list-style-type: none"> <li>➤ 1.1 recount the main events of:</li> <li>➤ short <b>descriptive</b> texts</li> <li>➤ <b>explanatory</b> texts</li> </ul>		
1.2 follow <b>written instructions</b> to carry out an activity		
1.3 recognise the different <b>purposes</b> of texts		
Outcome 2 – were you able to use images to help understanding		Tick
relate an <b>image</b> to print and use it to obtain meaning		



## **Reflective practice sheet**

What went well for you?	Learner comments.	Tutor feedback

### **Suggestions:**

Is there anything you feel you would like to see in this pack?  
Please add your comments here.

**Thank you.**

**Well done for completing the Activities**

**You are now on your way to Reading practice papers**

**Good Luck**