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**FUNCTIONAL SKILLS**

English Level 2



**Area: Writing**

Criterion: Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)

**Colons**

Colons can be used to introduce information in a list, either in the form of a sentence or bullet points. For example:

You will need: asparagus, lemons, Parma ham and rosemary.

You will need:

* asparagus
* lemons
* Parma ham
* rosemary

Colons can also be used to join 2 sentences together when the second sentence explains something in the first (much like using **because**). For example:

Jessica doesn’t want to come: she isn’t a fan of big crowds.

Stanley was soaked: he had forgotten his umbrella.

**Using the information provided above, answer the following questions.**

**Question 1**

Look at the following sentences and select which ones use colons correctly.

|  |  |
| --- | --- |
| 1. In her backpack, she packed: a water bottle, a map, and a compass. |  |
| 1. In her backpack: she packed a water bottle, a map, and a compass. |  |
| 1. In her backpack she packed, a water bottle: a map and a compass. |  |

|  |  |
| --- | --- |
| 1. She wore a coat: it was too hot. |  |
| 1. She wore a coat: the tiger fiercely growled. |  |
| 1. She wore a coat: it was cold and raining. |  |

|  |  |
| --- | --- |
| 1. At the festival: I bought sandals, sunglasses and suncream. |  |
| 1. At the festival, I bought: sandals, sunglasses and suncream. |  |
| 1. At the festival, I bought sandals: sunglasses and suncream. |  |

**Using the information from all of the punctuation videos, answer the following question.**

**Question 2**

**A learner was given the following mock question to answer.**

**Highfield Community Centre to Close**

A hand inserting a card into a machine

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After an announcement today on the council’s website, Highfield Community Centre will close to make way for a new multi-storey car park. The community centre has been at the forefront of all major events in the town over recent years and provides a wide range of community activities every week for local residents including mother and baby classes and children’s martial arts classes. Residents must now travel up to 35 miles to access any of the activities that the community centre provided, despite a lack of regular public transport out of the area. However, some residents are in favour of the plans to build a car park, as not only could it reduce parking issues in the town, but also could provide more jobs for locals, such as car park security and parking attendants. Not only this, local businesses are looking forward to the influx of new business in the area, with the addition of a new car park.

Write a **report** for the council highlighting the issues raised in the newspaper article and making any recommendations for the council’s plans.

You should take approximately **30 minutes** to complete this task. ***(27 marks)***

The learner has written a report, but has not included all of the punctuation needed. Using the information from **all 3 punctuation workbooks**, add the correct punctuation to the student’s answer where it is needed. Their answer can be found on the next page.

|  |
| --- |
| Proposal for Multi-Storey Car Park in Town Centre  Stephen Jones  This report will look at the effect that the proposed car park will have on the local community its residents and the environment.  Advantages  The following have been identified as advantages of the new car park   * more visitors to the area * more revenue for businesses * more jobs in the area   These have been identified by residents when asked about the proposed plans for the area.  Disadvantages  There are also many disadvantages to the new car park including a loss of community activities particularly for children and the elderly losing a sense of community losing a safe space for vulnerable residents and more people becoming reclusive.  There would also be an end to the local communitys events calendar with activities such as Highfield Wellness Festival and the popular weekly childrens event Wonder Wednesdays.  Recommendations and Conclusion  Due to the significant loss to residents it doesnt seem a good idea to replace the community centre with a car park. Although there are some advantages these are outweighed by the disadvantages. Residents will have nowhere to go in their spare time the loss to community spirit will be massive. |

**Answers**

**Colons**

**Question 1**

In her backpack, she packed: a water bottle, a map, and a compass.

She wore a coat: it was cold and raining.

At the festival, I bought: sandals, sunglasses and suncream.

**Question 2**

Proposal for Multi-Storey Car Park in Town Centre

Stephen Jones

This report will look at the effect that the proposed car park will have on the local community, its residents and the environment.

Advantages

The following have been identified as advantages of the new car park:

* more visitors to the area
* more revenue for businesses
* more jobs in the area

These have been identified by residents when asked about the proposed plans for the area.

Disadvantages

There are also many disadvantages to the new car park, including: a loss of community activities (particularly for children and the elderly), losing a sense of community, losing a safe space for vulnerable residents and more people becoming reclusive.

There would also be an end to the local community’s events calendar, with activities such as Highfield Wellness Festival and the popular weekly children’s event, Wonder Wednesdays.

Recommendations and Conclusion

Due to the significant loss to residents, it doesn’t seem a good idea to replace the community centre with a car park. Although there are some advantages, these are outweighed by the disadvantages. Residents will have nowhere to go in their spare time: the loss to community spirit will be massive.

**Your functional skills exam**

Your functional skills exams will consist of 2 papers.  
These papers will take place over the following time periods:

* Reading – 60 minutes
* Writing – 60 minutes

Further information on the format that your test will take can be obtained from your training provider.

**Hints and tips**

* Find out what format your exam will be in. It may be paper-based   
  or on-screen.
* Plan what you are going to revise in advance. Don’t leave it until the last minute.
* Do as many past papers as you can so you are prepared for the day. If possible, try to complete the past papers following the same format as the actual exam.
* Find a quiet place to study and revise. It helps to sit at a table or a desk, don’t revise in bed.
* Don’t stay up all night revising the night before your exam. It’s important to have a good rest so you feel refreshed and ready to go.
* Read the question 3 times. The first time to ensure you understand what is being asked, the second time to get an understanding of what you need to do, and a third time to figure out exactly what maths techniques you should be applying.
* If you are struggling with a question, skip it and come back to it later. Try not to sit getting worked up about a difficult question, it will only waste exam time. Move on and come back to it after you have answered the other questions.
* Take note of the number of marks available. This will give you an indication of how much working out you must show. For example, 1 mark will need an answer only and more marks will need you to show your working out.
* When you’ve finished the exam, go back and check your answers. If you still have time remaining, use it to check your answers and when you have checked your answers check them again.