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**FUNCTIONAL SKILLS**

English Level 2



**Area: Writing**

Criterion: Spell words used in work, study and daily life, including a range of specialist words

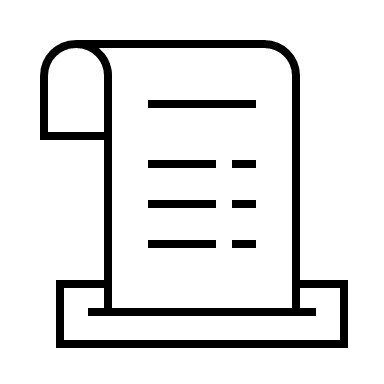
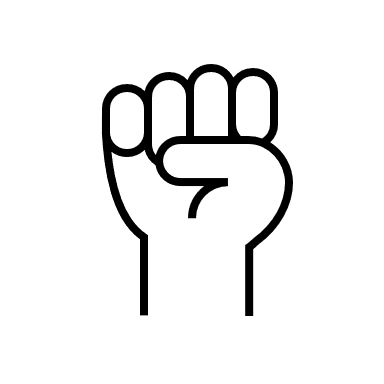
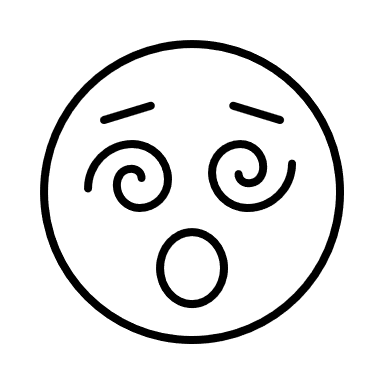
**The ‘i’ before ‘e’ rule**

There are some rules to follow when spelling certain words. One of the most common rules is the ‘i’ before ‘e’ rule.

‘i’ before ‘e’ except after ‘c’, but only when it rhymes with ‘me’.

|  |  |
| --- | --- |
| **retrieve** | This rhymes with ‘me’ and there is no ‘c’, so it’s ‘i’ before ‘e’. |
| **receive** | This rhymes with ‘me’ and there is a ‘c’, so it’s ‘e’ before ‘i’. |
| **weight** | This doesn’t rhyme with ‘me’ and there is no ‘c’, so it’s ‘e’ before ‘i’. |
| **conscience** | This doesn’t rhyme with ‘me’, but there is a ‘c’, so it’s ‘i’ before ‘e’. |

There are, however, some exceptions to the above rule:

  **receipt seize weird**

**Commonly misspelled words**

There are many words that are simply tricky to get right. They may not follow a particular rule and can be difficult to remember. Here are just some of the most commonly misspelled words:

definitely discipline embarrass guarantee independent liaison perseverance precede privilege recommend schedule separate

**Double consonants**

Consonants are all letters of the alphabet, **excluding** ‘a’, ‘e’, ‘i’, ‘o’ and ‘u’.

Words with double consonants can be tricky to get right. Here is a list of common words that include double consonants:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| committee | discussion | correspond | tomorrow | appreciate |
| excellent | communicate | address | community | opposite |
| essential | possible | attachment | appearance | common |
| business | occurred | referral | accommodate | apparent |
| misspelled | necessary | college | opposite | successful |

**Silent letters**

Some words have ‘silent letters’ in them. This means that you do not pronounce the letter, or sound, in the word, but it is still present when written. Some common examples include:

answer

knowledge

doubt

chemist

write

**Using the information provided above, work out the answers to the following questions.**

**Question 1**

Circle the correct spelling of each word in the sentences below. A definition has been included to help you.

1. I will **definitely/definately/definitly** be there!

*To be absolutely sure of something/without doubt.*

1. Please **communicat/comunicate/communicate** your response in writing.

*To share or exchange information. This can be verbal or written.*

1. It is important for the **bisness/business/busines** to do well this quarter.

*A commercial activity or a person’s occupation/profession.*

1. You have been **successful/sucessful/succesful** in your application.

*To achieve an aim or result.*

1. I **recomend/recommend/reccomend** you watch our training videos.

*To put something forward as suitable for a purpose or role.*

1. You will **receive/recieve/reseeve** confirmation by post.

*To be given or presented with.*

1. I **dowt/dout/doubt** you will see any changes.

*To feel uncertain about something.*

1. The **comittee/committee/commitee** will meet to discuss the issue.

*A group of people performing a specific role on behalf of others.*

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**Question 2**

Using the word bank, can you correctly fill in the missing words?

Some incorrect spellings have been included in the word bank. You must make sure you select the **correct** spelling.

Employment Services Ltd

Henderson House

Henderson Road

Leeds

L23 6BP

Sharon Jones

16 Leeds Road

Leeds

L16 7PJ

Dear Ms. Jones,

Further to your \_\_\_\_\_\_ interview, I am pleased to offer you the position of Administrative Assistant with Employment Services Ltd.

I would like to \_\_\_\_\_\_\_ that the hours of work are 9:00 a.m. to 1:00 p.m., Monday to Thursday, which is a 16-hour week. The rate of pay is £9.50 per hour.

Please confirm your \_\_\_\_\_\_\_\_\_\_ of this position and advise me of your earliest possible start date by 5:00 p.m. on 19th January. In the meantime, we \_\_\_\_\_\_\_\_\_ you log in to our portal, details of which can be found in your invite to interview. Here you will find some initial training on methods of \_\_\_\_\_\_\_\_\_\_\_\_\_, health and safety and a copy of our code of \_\_\_\_\_\_\_. Please familiarise yourself with these ahead of your start date.

Once you have confirmed your acceptance of this role, you will \_\_\_\_\_\_\_ information about employee \_\_\_\_\_\_\_\_\_\_ programme, where you can access healthcare and support when needed. You will also receive information about \_\_\_\_\_\_\_\_ and employee benefits, as well as a leaflet on our cycle to work scheme, which we recommend you consider.

I look forward to hearing from you.

Yours sincerely,

Deborah Kelly

Recruitment Manager

**Word Bank:**

recent receive penshons assistance recomend advise communication conferm agree acceptence conduct say job speeking get resent pensions recommend acceptance speaking confirm

**Exam practice 1**

Using the information in Question 2, write a **letter** confirming your acceptance of the job.

You should include a confirmation of your acceptance, how you feel about starting the new job and any questions you have about the role.

You should take approximately **30 minutes** to complete this task.

**Suggested word count 250-300 words.**

|  |
| --- |
|  |

**Answers**

**Spelling rules**

**Question 1**:

1. definitely
2. communicate
3. business
4. successful
5. recommend
6. receive
7. doubt
8. committee

**Question 2:**

Dear Ms. Jones,

Further to your recent interview, I am pleased to offer you the position of Administrative Assistant with Employment Services Ltd.

I would like to confirm that the hours of work are 9:00 a.m. to 1:00 p.m., Monday to Thursday, which is a 16-hour week. The rate of pay is £9.50 per hour.

Please confirm your acceptance of this position and advise me of your earliest possible start date by 5:00 p.m. on 19th January. In the meantime, we recommend you log in to our portal, details of which can be found in your invite to interview. Here you will find some initial training on methods of communication, health and safety and a copy of our code of conduct. Please familiarise yourself with these ahead of your start date.

Once you have confirmed your acceptance of this role, you will receive information about employee assistance programme, where you can access healthcare and support when needed. You will also receive information about pensions and employee benefits, as well as a leaflet on our cycle to work scheme, which we recommend you consider.

**Exam practice**

**Exam practice 1**

Please note that this is an example answer and responses may vary from learner to learner.

Sharon Jones

16 Leeds Road

Leeds

L16 7PJ

Employment Services Ltd

Henderson House

Henderson Road

Leeds

L23 6BP

19th January 2024

Dear Ms. Kelly,

Re: Acceptance of Administrative Assistant Position

I am writing to formally accept the position of Administrative Assistant with Employment Services Ltd. I am delighted to have been selected for this role and am eager to start contributing to your team.

I am available to start on Monday 29th January 2024. This will allow me sufficient time to review the initial training materials and familiarise myself with the company's procedures and policies as outlined in your correspondence.

I am genuinely enthusiastic about starting in this role. The working hours suit my schedule perfectly and I appreciate the opportunity to work in such a supportive environment. I am also particularly interested in learning more about the employee assistance programme and the cycle to work scheme, which you mentioned in your letter.

I have a few questions regarding the role:

1. Will there be any additional training sessions after the initial online training?
2. Who should I contact on my first day, and is there a specific dress code I must follow?
3. Could you provide more details about opportunities for future career development?

Thank you again for this opportunity. Please let me know if there are any additional steps I need to take before my start date.

Yours sincerely,

Sharon Jones

**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.