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**FUNCTIONAL SKILLS**

English Level 2 – Reading



**14. Understand the relationship between textual features and devices, and how they can be used to shape meaning for different audiences and purposes**

Textual Features are the way in which a writer makes text stand out to the reader. They can make text easier to understand. The different textual features can be used for different reasons.

This table outlines some of the textual features a writer might use and why they might use them.

|  |  |
| --- | --- |
| **Textual Feature** | **Reason a writer might use it** |
| **Bold** text  Underlined text  Highlighted text | To make the words stand out and catch the reader’s attention. |
| *Italic* text | To make something stand out, or if used in a quote to highlight that it is not the writer’s words being used. |
| Images | To give a visual representation of the text and to grab the reader’s attention. |
| Emojis 😊 ☹ | To demonstrate or emphasise the writer’s emotions. |
| CAPITALISATION of words or phrases | To make something stand out, or to demonstrate shouting or urgency/importance. |
| Larger font sizes | Makes the text stand out and grabs the reader’s attention. |
| Smaller font sizes | Draws the reader away from the information, for example, terms and conditions. |
| Different font colours | Can show different things for example blue words on a website show a hyperlink that the reader can use to find out more information.  Red text might indicate something is important or urgent. |
| Different font styles | Different font styles can help to show who the audience of the text is and the formality of a text. |

**Using the information provided on page 2, answer the following questions.**

**Question 1**

**Graphical user interface, text, application, chat or text message

Description automatically generated**Look at the extract taken from a Health and Safety Handbook. Identify the textual features that have been used and explain why the writer has used them. Write your answer in the table.

**Question 1**

Write your answer in the table below.

|  |  |
| --- | --- |
| **Textual feature** | **Why the writer has used the textual feature** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Question 2**

|  |
| --- |
|  |

Why might the writer have used red text in the following extract?

**Graphical user interface, text, application, chat or text message

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**Question 3**

|  |
| --- |
|  |

State two textual features found in the extract below.

***EXAM TIP: When a question asks you to ‘state’ something, you   
only need to identify the features. You do not need to give an   
explanation why it has been used.***

**Text

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**Question 4**

|  |
| --- |
|  |

Name a textual feature found in the extract and state how this reinforces meaning.

***EXAM TIP: When a question asks you to ‘state how this   
reinforces meaning’ you need to say why the writer   
has used that feature.***

**Graphical user interface, text, application

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**Your functional skills exam**

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

* Reading exam – 60 minutes
* Writing exam – 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. Do not leave it until the last minute.
* Do as many mock papers as you can so you are prepared for the day. If possible, try to complete the mock 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, do not revise in bed.
* Do not stay up all night revising the night before your exam. It is 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 which English 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 stressed 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 information you should give in your answer. For example, 1 mark will need one sentence, or one piece of information and more marks will need you to give more detail in your answer.
* When you have 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.