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**FUNCTIONAL SKILLS**

English Level 1



**Area: Reading**

Criterion: Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)

**Purpose of texts**

There are 4 main purposes of texts:

* instructional
* descriptive
* explanatory
* persuasive

**Instructional texts**

These usually come in the form of leaflets, recipes, manuals, articles, letters and emails, among others. They typically include imperative verbs, or ‘bossy’ words like in the examples below:

* mix the flour and egg
* enter the garden via the rear gate
* don’t mention this to anyone​

**Descriptive texts**

These usually come in the form of reviews, recounts, stories and articles. They typically include lots of adjectives and adverbs that can be used to describe objects, people, places and actions, like in the examples below:

* the lusciously green landscape​
* the rich, luxurious buffet​
* the house was large and very comfortable

**Explanatory texts**

These usually come in the form of letters, emails, articles and leaflets. They typically include a high level of detail and technical vocabulary, like in the examples below:

* you don’t have to worry about tuition fees​
* sealable containers were placed in the store​
* the coastline is depleting at a rapid rate

**Persuasive texts**

These usually come in the form of adverts, articles, letters and emails. They typically include several language features, including rhetorical questions, triplets/rule of three, opinions, direct address and emotive language, among others.

**Text A**



Health centre to open in town centre

It was announced yesterday that a new health centre will be opening in the town centre.

The centre will serve the areas of Highfield, Hightown and Easton as well as the town centre itself.

The centre is expected to be open for business as early as March next year and will have state-of-the-art facilities such as an automatic weighing pod, an MRI machine and an automated check-in service.

The centre is to be based on High Street, opposite the leisure centre.

Residents of the area can pick up a new patient form at the council offices or apply online on the council’s website.

**Text B**



**Kids under 8 go free!**

**Early bird tickets available from the farm shop!**

**Come on down to the BEST music festival around!**

**Food and drink available from Bridget’s Burgers!**

**Does your musical itch need scratching?**

**Get down to Ashcroft Farm on 22nd April!**

**11am-9.45pm**

**Music from The Trumpeteers, That Wright Thing, Murray’s Muses and so much more!**

**Ashcroft Music Festival**

**Text C**

Holiday High

Your one-stop shop for holiday reviews

**Highfield Heights, Dubai**

*‘My partner and I stayed for 4 nights, 5 days. We had the best time! The pool is huge and so clean! The hotel itself is very large, with beautiful white mouldings, decadent chandeliers and some of the most stunning paintings I have ever seen! The gardens are luscious, with plenty of space for relaxing and catching up on some holiday reading. We will be going back!’*

**Text D**

**How to make the perfect cup of tea**



1. Fill up the kettle with water and boil.
2. Add a teabag to your mug of choice, ensuring the excess ‘tea dust’ is on the bag.
3. Once the kettle has boiled, slowly pour over the bag, and wait patiently for 3 minutes.
4. Remove the bag and add the desired amount of milk.
5. Enjoy!

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

**Question 1**

Read **Text A** carefully. What is the purpose of this text? Choose **one**.

|  |  |  |
| --- | --- | --- |
| a | Instructional |  |
| b | Descriptive |  |
| c | Explanatory |  |
| d | Persuasive |  |

Explain how you know.

|  |
| --- |
|  |

**Question 2**

Read **Text B** carefully. What is the purpose of this text? Choose **one**.

|  |  |  |
| --- | --- | --- |
| a | Instructional |  |
| b | Descriptive |  |
| c | Explanatory |  |
| d | Persuasive |  |

Explain how you know.

|  |
| --- |
|  |

**Question 3**

Read **Text C** carefully. What is the purpose of this text? Choose **one**.

|  |  |  |
| --- | --- | --- |
| a | Instructional |  |
| b | Descriptive |  |
| c | Explanatory |  |
| d | Persuasive |  |

Explain how you know.

|  |
| --- |
|  |

**Question 4**

Read **Text D** carefully. What is the purpose of this text? Choose **one**.

|  |  |  |
| --- | --- | --- |
| a | Instructional |  |
| b | Descriptive |  |
| c | Explanatory |  |
| d | Persuasive |  |

Explain how you know.

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**Formal and informal texts**

**Formal texts**

You may find formal language in the following situations:​

* when writing job applications​
* when in the workplace
* when writing complaints​
* when in contact with the local council​
* for business transactions

Formal texts use a wide range of complex vocabulary and do **not** use slang or contractions. For example:

‘Please give this matter your urgent attention.’

‘We are unable to attend.’

**Informal texts**

You may find informal language in the following situations:​

* when writing a letter to a friend
* when leaving a memo
* when writing a short email to a friend or colleague
* when writing an article or leaflet for a younger audience

Informal texts use a limited range of vocabulary and often use contractions and slang. For example:

‘You’d better get this sorted, asap.’

‘We can’t go.’

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

**Question 4**

Identify whether the following sentences are formal or informal. The first one has been done for you.

|  |  |
| --- | --- |
| I’m emailing to ask about that job you sent me. | Informal |
| The centre will be situated in the town centre. |  |
| I require a response at your earliest convenience. |  |
| Don’t ring me at work. |  |
| I’ve got no credit on my phone. |  |
| We are unable to process your request at this time. |  |

**Question 5**

Identify whether the following text is formal or informal. Give examples from the text to support your answer.



Hi Alan,

Cheers for fetching my stuff back from the festival – no idea how I was going to get it all on the train!

Anyway, send me your bank details and I’ll transfer you a bit of petrol money.

Until next time, Amigo!

|  |
| --- |
|  |

**Question 6**

Identify whether the following text is formal or informal. Give examples from the text to support your answer.

Dear Noah,

Please accept this token of my gratitude for your hard work this week. You have been an asset to the team, and we look forward to working with you again in the future.

Best wishes,

Marjorie

With Compliments…

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**Answers**

**Purpose of text**

**Question 1**

C. Explanatory

The text provides information about the new health centre opening. It explains details, such as the areas it will serve, the expected opening data and how residents can register as new patients.

**Question 2**

D. Persuasive

The text is trying to persuade readers to attend the Ashcroft Music Festival. It uses emotive language and exclamation points to create excitement. Phrases like ‘Come on down to the BEST music festival around!’ are used to convince readers to attend. Also, the text highlights specific attractions to make the event more appealing.

**Question 3**

B. Descriptive

The text gives a detailed description of staying in Highfield Heights. It uses vivid language to describe the hotel's features, such as ‘large, clean pool’, ‘decadent chandeliers’ and ‘luscious gardens’. The text paints a vivid picture of the place.

**Question 4**

A. Instructional

The text provides step-by-step instruction on how to make a cup of tea. Each step is numbered (using numbered bullet points) and gives clear directions using imperative verbs, such as ‘fill up the kettle’.

**Formal and informal texts**

**Question 4**

|  |  |
| --- | --- |
| I’m emailing to ask about that job you sent me. | Informal |
| The centre will be situated in the town centre. | Formal |
| I require a response at your earliest convenience. | Formal |
| Don’t ring me at work. | Informal |
| I’ve got no credit on my phone. | Informal |
| We are unable to process your request at this time. | Formal |

**Question 5**

The text is informal.

Examples from the text that support this include, but may not be limited to:

* the greeting ‘cheers’
* the closing statement ‘until next time, Amigo!’
* familiar language, such as ‘cheers for fetching my stuff’
* colloquial language, such as ‘no idea how I was going to get it all on the train’

**Question 6**

The text is formal.

Examples from the text that support this include, but are not limited to:

* the greeting ‘Dear Noah’
* the close ‘Best wishes, Marjorie’
* polite language, such as ‘please accept this token of my gratitude’
* using professional language, such as ‘you have been an asset to the team’
* the lack of contractions or colloquial expressions, such as the writer using ‘you have’, rather than ‘you’ve’

**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.