Logo

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**FUNCTIONAL SKILLS**

English Level 2 - Reading



**Organisational Features**

16. Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources.

**What are organisational features?**

* Organisational features are used in a text to present essential information to the reader in a straightforward manner.
* These include titles, bullet points, subheadings, numbered lists and standard paragraphs.
* They are more commonly found in non-fiction texts.

Below is an example question on identifying organisational features that will form part of your reading level 2 functional skills exam:

1. Identify **two** organisational features used by the writer in Text A.

What information does **one** of these features help the reader to find?

*(3 marks)*

**Organisational Features Summary**

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

|  |  |  |
| --- | --- | --- |
| **Organisational features** | **Purpose** | **Example** |
| **Title/heading** | The title or heading tells the reader what the text is about. | *How to make pancakes* |
| **Straplines** | Straplines are usually found in articles and adverts. They give additional information as to what the text is about, as well as setting the tone. | *‘Because you’re worth it’* |
| **Bullet Points** | Bullet points are an excellent way to break up information, making it more manageable for the reader. | *You will need:*   * *eggs* * *flour* * *milk* |
| **Subheadings** | Subheadings help to separate a text into logical parts and also make specific information easier to find. | *Introduction*  *The start of this text…* |
| **Tables** | Tables help to display data in a clear and concise way for the reader. | |  |  |  |  | | --- | --- | --- | --- | | *Age range* | *18-25*​ | *26-30*​ | *31+*​ | | *Amount* | *122*​ | *856*​ | *15*​ | |
| **Text boxes** | Text boxes allow specific chunks of information to stand out. They are often used to help highlight an opinion or important information. | *“It’s absolutely ridiculous”* |
| **Footnotes** | Footnotes support a reader’s understanding of text-specific vocabulary or provide important information. | *\*Main = The most important or biggest.* |
| **Numbered lists** | Numbered lists allow information or processes to be displayed in a clear order. They are commonly used in instructional leaflets or reports. | *Here’s what you need to do:*   1. *Mix the egg and flour* 2. *Add the milk* 3. *Pour the batter in the pan* |
| **Photo captions** | Photo captions help to give more context to an image used in a text. This can help the reader gain a wider understanding of the text as a whole. | **A person holding a cat  Description automatically generated**  *Man (above) cuddles cat.* |

**How do organisational features help the reader?**

Organisational features provide structure to a text and make it easier for the reader to find information.

Let’s look at some of the organisational features that have been used in the following text.

**Text A**

Title

A poster with text and images

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Subheadings

Text Box

Foot notes

**Question 1.**

Identify the organisational features that have been used in the following text.

Use the options provided below.

**Organisational features:**

Heading Strapline Subheading Bullet Points Text Box

A flyer with text and images

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**Now, let’s look at the second part of the exam question.**

**What information do these features help the reader to find?**

Let’s look at an example from Text A.

A close-up of a text

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What information does the subheading help the reader to find?

**Answer:**

The subheading helps the reader to find the different sections in the text, such as healthcare.

A close up of a logo

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What information does the heading help the reader to find?

**Answer:**

The heading tells the reader that the text is about the aging population

**Question 2.**

Identify the information each organisational feature helps the reader to find.

A close-up of a contact information

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**Answer:**

The text box helps the reader to find \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A screenshot of a computer

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**Answer:**

The bullet points help the reader to find \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In your exam you will need to:

1. Identify **two** organisational features that have been used in the text.

2. State what information **one** of the organisational features helps the reader to find in the text

For example, ‘The writer has used subheadings to identify the different sections in the text, like Healthcare and Working Life’.

A picture containing text, clipart

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**Exam Question**

Read text A:

A letter to a doctor

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**Exam question**

1. Identify **two organisational features** used in Text A.

What information does **one** of these features help the reader to find?

*(3 marks)*

Organisational features:

Information:

**Exam question**

Read text B below:

A green and white page with white text

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**Exam question.**

1. Identify **two organisational features** used in Text B.

What information does **one** of these features help the reader to find?

*(3 marks)*

Organisational features:

Information:

**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 for reading**

* 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 get 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.
* 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.