

Functional Skills

Diagnostic Assessment

Communication

LEVEL 1

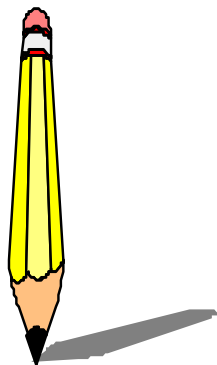
Answers

INTRODUCTION

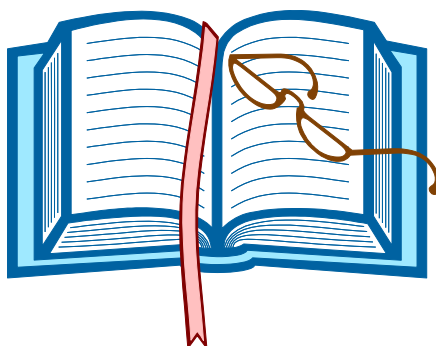
This pack looks at some skill areas in written communication.

There are exercises for you to do, which you can then score.

This picture shows you where the exercises are for you to do:



When there is important information for you to read that will help you to do the exercises you will see this picture:



The score you get in each exercise will help you and your tutor know which skills you will need to develop and which skills you are okay with.

When you have worked out your scores for each section, you need to write them in the Tracking Sheet, which is in the back of this pack.

Then, you need to discuss your results with your tutor and work out an Action Plan to develop your key skills in your lowest scoring ideas.

A note about this series of Workbooks

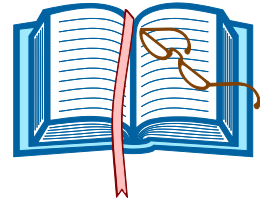
There are a number of workbooks to help you develop and practice your skills. The workbooks cover:

1	What is a sentence?	
2	Punctuation	
3	Confusing words	
4	Spelling	
5	Reading and Understanding	
	1	Ways of Reading
	2	Skimming and Scanning
6	1	Reading and Understanding
	2	Making notes
7	Using images in communication	

Spot the Sentence

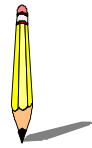
A sentence MUST make sense on its own

A sentence needs a capital letter at the beginning and a
full stop (.)
question mark (?)
at the end



Exercise

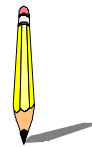
Look at the eight lines of writing below. Read each line and decide which ones are sentences.



Selina was late going to meet her friends.	✓
What is your name?	✓
As he walked up the road	
And how windy	
After that, the doctor	
I saw my partner.	✓
The dog barked loudly.	✓
Dancing around	

EXERCISE

Read the following sentences and add capital letters where they are needed.

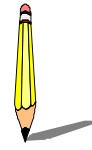


- 1 jane and her family were going to australia for their holidays
Jane Australia
- 2 the eiffel tower is in paris
The Eiffel Tower Paris
- 3 the leader arranged a visit to blackpool pleasure beach
The Blackpool Pleasure Beach
- 4 ryan lived in nottingham near the river trent
Ryan Nottingham River Trent
- 5 Danny and michelle went for a picnic in derbyshire
Michelle Derbyshire

Commas

Exercise

Read the following sentences and add commas where they are needed.

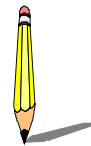


- 1 The student needs to take a pen, pencil and calculator into the examination room.
- 2 Under the circumstances, we should try to finish the work quickly.
- 3 When it is 3 o'clock, please switch on the oven.
- 4 As discussed, you need to attend the coaching session on Friday
- 5 Surrinder, Michael and Royston went to the fair.

QUESTION MARKS

Exercise

Read the following sentences and add either a question mark or full stop to complete the sentences correctly

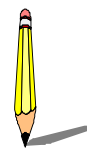


- 1 What time is it?
- 2 I kept asking what the time was.
- 3 It's a nice day today, don't you agree?
- 4 I asked the new student if she knew where the reception desk was?
- 5 How much does he earn each week?

Apostrophes

Exercise

Read the following sentences and add apostrophes where appropriate.



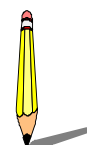
The number in brackets () tells you how many apostrophes are needed in each sentence.

- 1 I hope it's not going to rain again this week (1)
- 2 He's got a great new hairstyle (1)
- 3 Tim, the dog's owner, said that his dog could do lots of tricks. (1)
- 4 Her mum's currys' are lovely and spicy (2)
- 5 My friends and I visited Greta's new house. It's really lovely, its garden runs alongside a small stream (2)

Punctuate the Passage

Exercise

In this piece of writing there are some punctuation mistakes. Read it carefully and correct the punctuation.



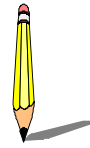
There are 11 mistakes including capital letters, commas, question marks and apostrophes.

my friends name is selina. Its her birthday next Wednesday
My friend's Selina It's
and Im going to buy her chocolates a key ring a pen and a
I'm her, chocolates, key ring,
pair of socks the question is, will she like them
socks. The them?

Using am, is, are, was and were in sentences

Exercises

Fill in the blank spaces to complete these sentences using either:
am, is, are, was or were



so that the sentence makes sense

were

- 1 We.....going swimming last week but we had to cancel.

was

- 2 I.....not impressed by the film last night.

were

- 3 They.....always late for class when they had been playing football

is

- 4 At the moment, my dog.....having a shampoo and clip.

were

- 5 You.....driving too fast when I saw you last night.

was

- 6 No I.....not driving too fast last night.

is

- 7 She..... looking very smart at the moment.

were

- 8 On Saturday, Rob, Shelley and Wilhelm..... having a barbeque when

was

Rob.....stung by two wasps!

are

- 9 Currently, we.....looking for ideas for raising money.

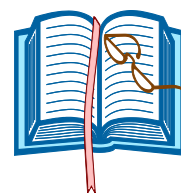
was

was

- 10 When I..... doing a sponsored walk I..... surprised by
the number of people who took their dogs with them.

Confusing Words

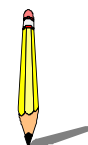
The piece of writing below is about someone's first day at college and uses some confusing words. These are words that sound the same, but are spelt differently and have different meanings.



Exercise

The confusing words are given in brackets ()

And you have to decide which spelling fits in each of the blank spaces



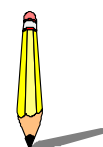
My First day at College

When I arrived (hear / here) this morning (their / there / they 're) were lots of people. I felt scared because (it's / its) such a big college. Once I got into the class and met some of the other students, I started (too / two / to) feel better.

It looks as if (their / they're / there) will be lots of work (too / two / to) do.

Spelling Exercise

Rewrite each of the following words which are spelt incorrectly, making sure you spell the word correctly.

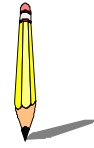


1 enviroment environment	2 receved received
3 definate definite	4 compitent competent
5 questionnaire questionnaire	6 separate separate
7 consistant consistent	8 sinceerly sincerely
9 advertizment advertisement	10 compitant competent

Reading & Understanding

Exercise

Read quickly through the piece of writing below.



Then, read it again carefully so you really understand what it's about.

What causes Heart Disease?

Research shows that there is no single cause of heart disease. Instead, there seem to be different factors, which together may tip the balance against your heart.

Of course, some people are more likely to suffer from heart disease than others. For example, the tendency to die young from heart disease can run in the family. Certainly, the older you are. The greater the risk of having a heart attack.

In general, men are more at risk from heart disease than women. A man in his late forties is five times more likely to die from heart disease than a woman of the same age. But after the menopause, a woman loses the protective effect of her hormones and her chances of suffering from heart disease are almost equal to a mans.

Even though your age, sex and your family history are all beyond your control, you can still do lot to keep your risk of hear disease as low as possible.

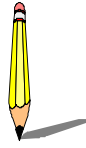
Start by looking at the way you live your life. By smoking, eating too much of the wrong food and not getting enough exercise and relaxation you could be gambling with the health of your heart.

From: Look after your heart: Beating Heart Disease - Health Education Council

What causes Heart Disease?

Exercise

Now you have read the piece of writing about heart disease, use your understanding to answer these questions.



- 1 Does the tendency to die young from heart disease run in the family?
It can run in the family
- 2 Is there a single cause of heart disease?
No there is no single cause, just a number of factors that can tip the balance
- 3 Does the risk of having a heart attack increase as you get older?
Yes
- 4 What seems to protect women from heart disease?
Hormones
- 5 What can you do to keep your risk of heart disease as low as possible?
Not smoking, not eating too much, taking exercise and relaxing
- 6 Who is more at risk from heart disease - a 48 year old man or a 21 year old woman?
A 48 year old man

Images

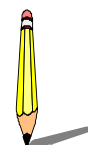
If you have to present some information to a group of people, using images makes your information more interesting and helps the group understand what you are explaining.



Exercise

Look at the following situations and decide which images you would use.

Tick the images you would be most likely to use. Only tick one choice for each situation.



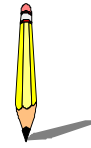
1	To explain how to use a fire extinguisher	
	Pictogram	
	Map	
	Graph	
	Bar chart	
	Sketches / diagrams	✓
2	To explain how to get from college to an industrial estate outside town.	
	Photographs	
	Diagrams	
	Pie chart	
	Map	✓
	Graph	
3	To say how many people use a leisure club in a year. You need to say how many each day, each week and each month	
	Photographs	
	Map	
	Bar chart	
	Pie chart	
	Table	✓
4	To illustrate design ideas for a new product or service	
	Bar chart	
	Diagrams / illustrations	✓
	Table	
	Photographs	
	Pictogram	

Free Writing

Exercise

Write a short piece (no more than 60 words) using the title

' Why I decided to study an NVQ? '



Remember to write:

- Your name at the top of the page
- The title underneath your name

You need to make sure that:

- Your handwriting can be read
- Your sentences are complete and make sense
- You use punctuation correctly
- You use basic grammar correctly by taking care that the subject, verb and tenses agree as in the sample sentences below:

Correct sentence

They were in trouble, last Monday, for being late.

Incorrect sentence

They was in trouble, last Monday, for being late.

Correct sentence

I was in trouble last Tuesday.

Incorrect sentence

I were in trouble last Tuesday.

Your tutor will be looking for all these things when assessing your free writing.

Read free writing and make sure capital letters, full stops, commas and apostrophes are used properly.