

Functional Skills English Language - TQUK L1 & L2 Checklist

Level 1		
Spec Ref	Learning Outcome (I can...)	Revision Links
Reading	• Read and understand straightforward texts (leaflets, letters, articles). • Identify the main points and ideas. • Understand organisational features (headings, bullet points). • Recognise simple language techniques (persuasive/emotive words).	Revision Link
Writing	• Write clearly and coherently for different purposes (letters, emails, articles). • Use sentences, paragraphs and basic punctuation (full stops, commas, question marks). • Spell common words correctly. • Use simple persuasive techniques.	Revision Link
Speaking, Listening & Communicating	• Take part in discussions and group conversations. • Give short presentations with clear points. • Listen and respond appropriately to others. • Respect turn-taking and use formal/informal language appropriately.	Revision Link
Level 2		
Reading	• Read and understand a range of texts (articles, reports, web pages). • Identify main ideas and compare information across texts. • Analyse language for bias, tone and purpose. • Infer meaning from context and evaluate texts.	Revision Link
Writing	• Write clearly, effectively and persuasively for different purposes. • Plan, draft and proofread to check spelling, punctuation and grammar. • Use complex sentences, varied vocabulary, and persuasive devices. • Present information logically and in paragraphs.	Revision Link
Speaking, Listening & Communicating	• Take an active role in formal discussions and presentations. • Present ideas in detail, adapting language for audience & purpose. • Respond constructively to others and develop points. • Use tone, body language and evidence effectively in discussions.	Revision Link