

# FUNCTIONAL SKILLS

Level 1 English  
Online Resources

## FUNCTIONAL ENGLISH ONLINE RESOURCES

**It's all about real life problem solving.** These e-resources are to be used to develop your underpinning English Skills. You will need these skills to complete your Level 1 Functional English Tasks.

The web has many excellent resources that can support your skills development. OCR has developed this document to help you quickly find this support using the hyperlinks enclosed.

To access the hyperlinks, place your cursor over the underlined hyperlinked words and left click.

### YOUR INDIVIDUAL LEARNING PLAN

On your individual learning plan, have you identified the skills you need to improve? If not, you need to do this, and then tick them off as you achieve these skills.

## SPEAKING, LISTENING AND COMMUNICATION

**YOU WILL NEED TO BE ABLE TO TAKE PART IN INFORMAL/FORMAL DISCUSSIONS AND EXCHANGES THAT INCLUDE UNFAMILIAR TOPICS**



Make different kinds of contributions to discussions:

[Speaking in a group discussion](#)

Prepare for and contribute to the formal discussions of ideas and opinions:

[Prepare for your discussion](#)

Make relevant and extended contributions to discussions, allowing for and responding to others' input:

[Listening](#)

[Listening for specifics](#)

[Communication skills](#)

[Formal and informal speaking](#)

[Listening and questioning skills](#)

Present information and points of view clearly and in appropriate language:

[Speaking Skills](#)

[Use of body language](#)

[Say it clearly](#)

[Presenting yourself](#)

## READING

**YOU WILL NEED TO BE ABLE TO READ AND UNDERSTAND A RANGE OF STRAIGHTFORWARD TEXTS**



Identify the main points and ideas and how they are presented in a variety of texts:  
[Skimming and scanning](#)  
[Different types of texts](#)  
[Identifying main ideas](#)  
[Identifying texts features](#)  
[More identifying text features](#)

Read and understand texts in detail:  
[Understanding texts](#)  
[More reading and understanding](#)  
[Words and letters](#)  
[More words and letters](#)  
[The sounds of English](#)

Utilise information contained in texts:  
[Making a summary of a text](#)

Identify suitable responses to texts:  
[Fact and opinion](#)  
[Review and comment](#)  
[More review and comment](#)

## WRITING

**YOU WILL NEED TO BE ABLE TO WRITE A RANGE OF INFORMATION TO COMMUNICATE INFORMATION, IDEAS AND OPINIONS, USING FORMATS AND STYLES SUITABLE TO THEIR FORMAT AND PURPOSE**



Write clearly and coherently, including an appropriate level of detail:  
[Handwriting](#)  
[More handwriting](#)  
[Typing skills](#)

Present information in a logical sequence:  
[Planning your writing](#)  
[More planning your writing](#)  
[Paragraphs](#)  
[More paragraphs](#)

Use language, format and structure suitable for purpose and audience:  
[Format and structure](#)  
[More format and structure](#)  
[Writing a letter](#)  
[More writing a letter](#)  
[Style and purpose](#)  
[Adapting writing for different purpose](#)

Use correct grammar including correct and consistent use of tense:  
[Sentence practice](#)  
[Brain Games review](#)

Ensure written work contains generally accurate punctuation and spelling and that the meaning is clear:  
[Proofreading](#)  
[Punctuation/spelling check](#)

## NEXT STEPS

### Are you ready to try a practice Level 1 Functional English Assessment?

You'll need to use all the underpinning skills that you developed using the resources on the web. Your teacher/tutor will be able to provide more support teaching materials for you. To complete the OCR Level 1 Functional English Practice Assessment, click on the links below:

**RESOURCE BOOK**  
**READING**  
**WRITING**

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