

## COURSE DESCRIPTION 2017-18

Course: English Entry Level 3 Functional Skills	Awarding body: OCR
Tutors:	Course length: 16 weeks

Course summary/aims:	During this course you will make a range of contributions to discussions in various contexts and produce a presentation. You will develop your reading skills by comparing various texts and you will also write a range of texts, including extended written documents.
Course objectives:	<ol style="list-style-type: none"> <li>1. Have individual and group discussions, based on a familiar subject, with a selected group of people.</li> <li>2. Present written information and ideas concisely, logically and persuasively using a range of writing styles for different purposes.</li> <li>3. Use a range of sentence structures, including complete sentences to organise written communication effectively.</li> <li>4. Select and use different texts to read and summarise information.</li> <li>5. Understand a number of features of different texts and how these help the reader understand meaning.</li> </ol>
Course content:	The Functional Skills programmes are designed around real life problem solving issues. All work is therefore based on real situations. Writing letters, designing a presentation, researching an unfamiliar subject for the discussion and identifying the purpose of a variety of texts are all skills that are used in daily life.
Teaching and learning methods:	Mix of tutor input; individual written tasks; group discussion; quizzes.
Course level/entry requirements:	Learners need to do a short initial assessment to make sure that they are on the right starting point. This course is designed for students who are almost ready for Level 1 but may need to brush up on some of their English skills.
How progress is checked during course:	Regular quizzes and homework will be marked every week. There will also be informal checks during the session. If a learner has a difficulty with a particular element, further revision tasks will be available. Mock

	tests will also be taken to assist with the checking of progress.
Extra study or practice required at home?	Yes –homework will be set each week and this forms a vital part of the course.
Formal course accreditation? If yes, how is the course assessed?	Yes – assessed formally through three set assessment sessions.
Materials you will need to bring to the course:	Pen and file paper or note book.
What can I do next?	Progression to Level 1 Function Skills.

Information, Advice and Guidance sessions are available on request (it is best to make an appointment). If you feel you may need some support eg. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email [info@cliplearning.com](mailto:info@cliplearning.com)

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