Quick Reference — Functional Skills English Entry Level 3

rewired for parents | Stick this on the fridge!

Reading for Meaning

- Read the QUESTION first, then scan the text for answers
- Key words in the question → find them in the text
- Main idea = what the whole text is about (not just one detail)

Vocabulary

- If you don't know a word, read the sentence around it for clues
- Similar meaning (synonyms): big = large = huge
- Opposite meaning (antonyms): hot ≠ cold

Spelling Rules

- i before e except after c: believe, receive
- Doubling: big → bigger, run → running (short vowel + consonant)
- Silent e: make → making, hope → hoping (drop the e)

Punctuation

- Capital letters: start of sentence, names, places, I
- Full stops: end of every sentence
- Apostrophes: it's = it is | don't = do not | Sarah's = belongs to Sarah
- Commas: lists (red, blue, and green) or pauses

Sentence Building

- Every sentence needs: subject + verb (The dog barked.)
- Connectives to join ideas: and, but, so, because, then
- Vary your sentence starts — don't always begin with 'I' or 'The'

Writing Short Texts

- Plan before you write: who, what, when, where, why
- Paragraph = one main point + supporting sentences
- Ending: sum up or give a final thought

Checking Your Work

- Read it aloud — does it sound right?
- Check: capitals at start, full stops at end
- Check: does each sentence make sense on its own?
- Check: have I answered what was asked?

Exam Tips

- Read the whole text before answering questions
- Underline key words in questions
- Write in full sentences unless told otherwise
- If unsure — write something. Blank = zero marks.