Quick Reference — Functional Skills English Level 1

rewired for parents | Stick this on the fridge!

Reading Comprehension

- Skim (quick overview) → Scan (find specific info) → Read closely
- Identify: who, what, where, when, why, how
- Distinguish fact from opinion: facts can be proven

Identifying Main Points

- Topic sentence = usually first sentence of paragraph
- Supporting details = examples, evidence, explanations
- Summary = main points only, no minor details

Language Techniques

- Simile: compares using "like" or "as" (fast as lightning)
- Metaphor: says something IS something else (a river of tears)
- Emotive language: words chosen to make you feel (devastating, heartwarming)
- Rhetorical question: makes you think, no answer expected

Spelling & Vocabulary

- Prefixes change meaning: un- (undo), dis- (disagree), re- (rewrite)
- Suffixes: -tion (action), -ment (movement), -ness (kindness)
- Homophones: there/their/they're | to/too/two | your/you're

Grammar & Punctuation

- Comma after fronted adverbials: "However, ..." "In addition, ..."
- Apostrophes: it's = it is (NEVER possessive) | its = belonging to it
- Semicolons: join two related sentences without a connective
- Colon: introduces a list or explanation

Formal Writing

- No slang, no contractions, no "I think" (use "It could be argued")
- Structure: intro → point 1 → point 2 → point 3 → conclusion
- Paragraphs: one topic per paragraph, use connectives between

Informal Writing

- Contractions OK, personal tone, can use "I"
- Still needs structure: opening, middle, close
- Match tone to audience: letter to friend vs letter to company

Exam Tips

- Plan writing tasks: 5 mins planning = better structure
- Leave 5 mins at end for proofreading
- For reading: quote from the text to support your answer
- Marks on the paper = how much to write