Quick Reference — Functional Skills English Level 2

rewired for parents | Stick this on the fridge!

Inference & Implied Meaning

- Inference = reading between the lines (what is suggested, not stated)
- Look for: word choice, tone, what's NOT said
- Evidence: "This suggests..." / "The use of X implies..."

Writer's Methods

- Analyse HOW the writer creates effect, not just WHAT they say
- PEE: Point → Evidence (quote) → Explain the effect
- Consider: tone, structure, imagery, repetition, contrast

Comparing Texts

- Find 2-3 clear similarities OR differences
- Both... however... / Similarly... in contrast...
- Compare: purpose, audience, tone, techniques, viewpoint

Synthesising Information

- Combine information from multiple sources into one answer
- Identify what sources agree/disagree on
- Use discourse markers: Furthermore... Additionally... Moreover...

Evaluating Arguments

- Is evidence used? Is it reliable? Relevant? Sufficient?
- Spot bias: one-sided? Loaded language? Missing counter-arguments?
- Structure: does the argument build logically?

Formal Writing (24 marks)

- Letter/report/article format with clear structure
- Formal register throughout — no contractions or slang
- Include: intro, 3+ developed points, conclusion
- Use discourse markers, varied sentences, precise vocabulary

Informal Writing (16 marks)

- Blog/email/personal account — engaging, personal voice
- Can use contractions, rhetorical questions, humour
- Still needs clear structure and a sense of audience

SPaG (Spelling, Punctuation & Grammar)

- Semicolons; colons: dashes — parentheses (brackets)
- Complex sentences: subordinate clauses add detail
- Paragraph for each new point or shift in focus
- Proofread: subject-verb agreement, tense consistency

Exam Strategy (2 hours)

- Reading section (~24 marks): 45 mins
- Writing section (~40 marks): 65 mins
- Proofreading: 10 mins
- Plan BOTH writing tasks before you start writing