



NCFE Functional Skills Qualification in English (603/5058/1)

Getting ready to take Level 1 Reading

Learner Workbook

Name	
Tutor	



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Contents

Identify and understand the main points, ideas and details in texts	5
Compare Information, Ideas and Opinions in Different Texts.....	11
Infer from images meanings not seen in the text.....	16
Facts and Opinions	18
Implicit Meaning	19
Presentational Features	21
Language Features	22
Prefixes	23
Suffixes	24
Synonyms.....	25
Antonyms	27
Reading Techniques	28
Vocabulary in Context.....	30
Reading in Context.....	31
Punctuation	33
Text Types	34
Practice Activity 1	40
Practice Activity 2.....	42
Exam Advice – what you need to know about the test for Reading Level 1	43
Are you ready to take the Level 1 Reading test?.....	45
Exam Technique	47
Introduction	52
Identifying and understanding the main points, ideas and details in texts answers..	53
Compare information, ideas, opinions in different texts answers	55
Inference from images meanings not seen in the text answers.....	57
Facts and opinions answers.....	58
Implicit meaning answers.....	59
Presentational features answers.....	61
Language features answers.....	62
Prefixes answers.....	63
Suffixes answers.....	64
Synonyms answers.....	65



Antonyms answers	66
Reading techniques answers	67
Vocabulary in context answers.....	68
Reading in context answers	69
Punctuation answers.....	70
Text type answers	72
Practice activities answers	73

Identify and understand the main points, ideas and details in texts

There are two parts to what this subject content statement is asking: To identify the main points and ideas.

How the main points and ideas are presented

Firstly, you need to know the type of text you are reading. Here are some of the main examples you will see:

Letter, Email, Leaflet, Form, Brochure, Article, Notice, Report, Review and Advertisement

However, you also need to be able to identify the purpose of the text. There are four main purposes for a text you may come across:

1. Persuasive
2. Informative
3. Instructive
4. Descriptive

You also need to know:

1. Presentational features of text types
2. Language features of text types

The table on the next page gives some examples of text types, purposes and possible language features.

Table Heading	Purpose of Text	Possible Language Features	Possible Presentational Features
Text in table headings need to be white on blue background. Other table content should be black.	Persuasive	Repetition (Help! Help!) Engaging adjectives (Adorable, Expensive) Catchy slogans (Just do it) Rhetorical questions. (Do you want to be the best?)	Heading Images Bullet points
Article for a newspaper	Informative	Facts (London is a capital city) Rhetorical questions Engaging adjectives Repetition	Heading Subheading Columns Paragraphs
A recipe or directions	Instructive	Instructive writing tells you how to do something and often uses a verb at the start of the sentence.	Images Headings Bullet points Diagrams
A review of a holiday or place	Descriptive	Adjectives Five senses (sight sound, smell, touch, taste) Comparisons such as similes and metaphors.	Heading Bullet Points Quotation

Identifying and Understanding Activities

Activity 1

Match the following titles to the text type

Title	Purpose – Text Type
How to make a cup of tea	Informative
The island time forgot	Persuasive
Advert for trainers	Instructive
How volcanoes are formed	Descriptive

Activity 2

- Read this text.
- Identify its purpose.
- State the presentation and language clues that tell you this (see table from previous page for reminder of presentation and language devices)



Go harder with Stamina!

Its unique thirst-quenching properties help **you** to workout harder, longer and better.

Zingy refreshment guaranteed.

Choose Stamina for performance.
Choose Stamina for recovery.
Choose Stamina for life!

1. What is the purpose of this text?
2. What presentation and language features tell you this?