NCFE Functional Skills Qualification in English

(603/5054/4)

Getting ready to take Level 2 Reading

Learner Workbook

Name	
Tutor	

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Introduction

Level 2 Functional Skills English Reading

This reading guide is designed to develop the knowledge and skills that you will need for Level 2 Functional Skills. It is divided into two sections: Section A is specific has specific areas of focus with activities. Section B gives further practice activities.

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Presentational Features

Presentational features are also known as organizational features. They are used to help people understand the text Examples include features such as headings and bullet points.

Activity 1

The list below has been arranged in the wrong order. Can you match the presentational feature to the correct description? Draw an arrow to match the correct feature to the description? One has already been done for you.

Presentational Features	Description
Headline	These are used to put things in order (add 'add structure') and separate information. They are normally in a list.
Sub-Heading	This informs what an image or graphic is about.
Paragraph	This can affect the mood of the writing. Bold and bright suggest fun and happy, while dark suggests serious and formal.
Bullet Point and numbered lists	This highlights the main topic of the text. This is at the top of the page and in a bigger font than the rest of the writing.
Glossary	This is the style of the writing, and its appearance. It can be bolded and italicised.
Caption	These are used to divide up the text and explain what is in each section
Image/graphic	These are used when the direct speech of a person is used.

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Presentational Features	Description
Colour	This is a distinct section of a piece of writing, usually dealing with a single theme, subject of idea and indicated by a new line.
Font	This is an alphabetical list of words relating to a subject, text, or dialect.e.g. 'Ant = a small insect typically having a sting and living in a complex social colony. Bee….. Earwig…. Insect…….
Columns	A list of words or phrases. Often with reference to the page where they can be found. E.g. Dog breeds page 6, Cat breeds page 8
Quotations	These are often used in newspapers and magazines to break the texts into sections and add structure to the text.
Indexes	This is a picture, chart or diagram and gives you more information that links with the text

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