**English skills to embed on other courses**

**Writing**

E2/3 – Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)

L1 – Use a range of punctuation correctly (e.g. full stops, capital letters, question marks, exclamation marks and possessive apostrophes)

L2 – Punctuate sentences correctly using a wide range of punctuation marks (e.g. colons, commas, inverted commas, apostrophes, and quotation marks)

E3 - Write in *compound sentences* and paragraphs where appropriate

L1 - Write consistently and accurately in *complex sentences* using paragraphs where appropriate

L2 – Construct *complex sentences* consistently and accurately, using paragraphs where appropriate

E2 – Spelling correctly words designated at Entry Level 2 (listed on a separate sheet)

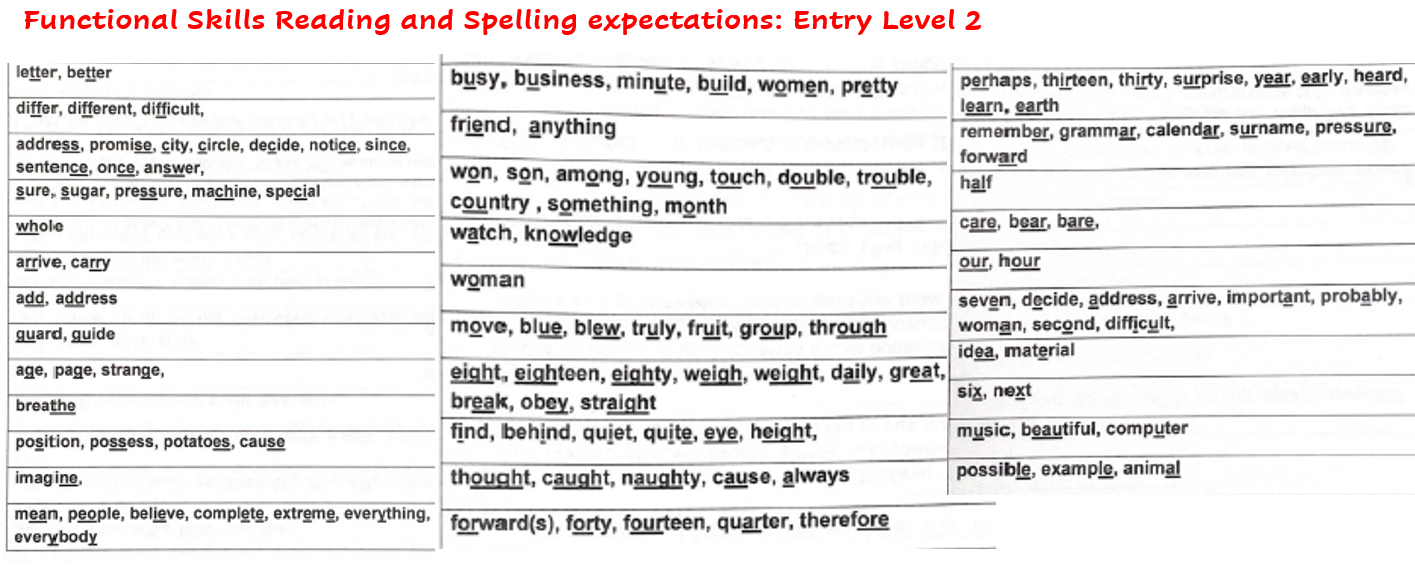
E3 – Spelling correctly words designated at Entry Level 3 (listed on a separate sheet)

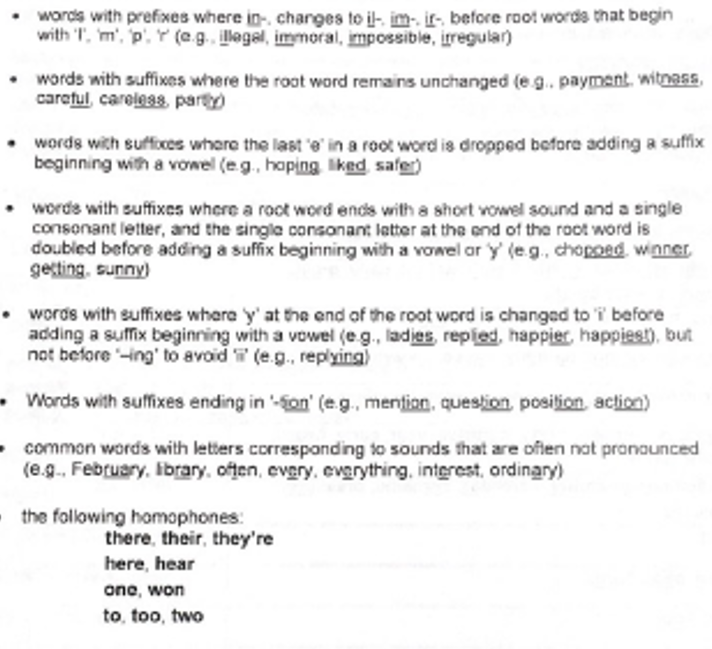
L1 – Spell words used most often in work, study, and daily life, including specialist words

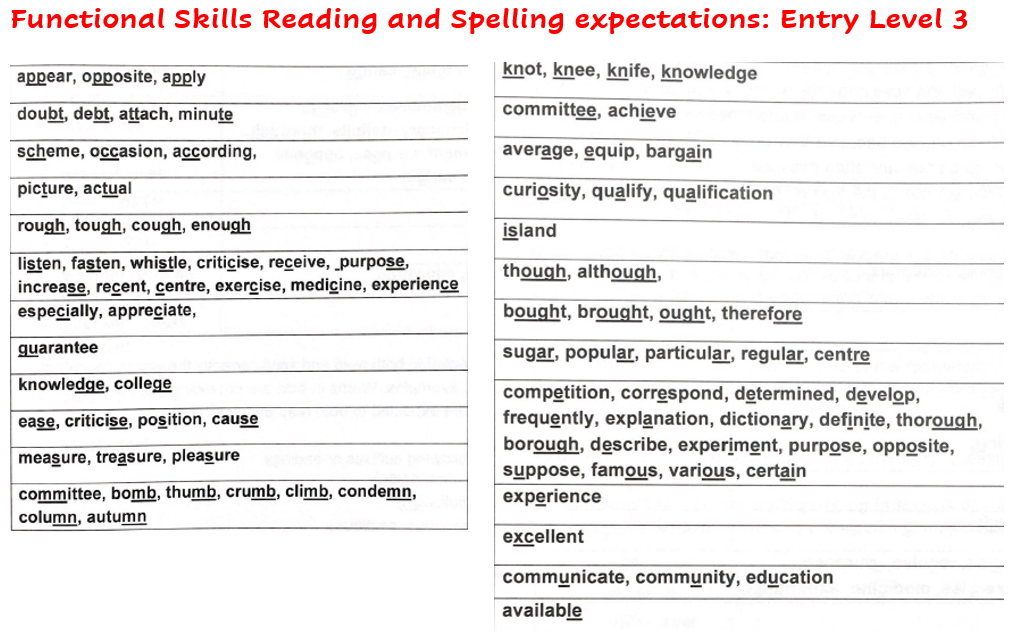
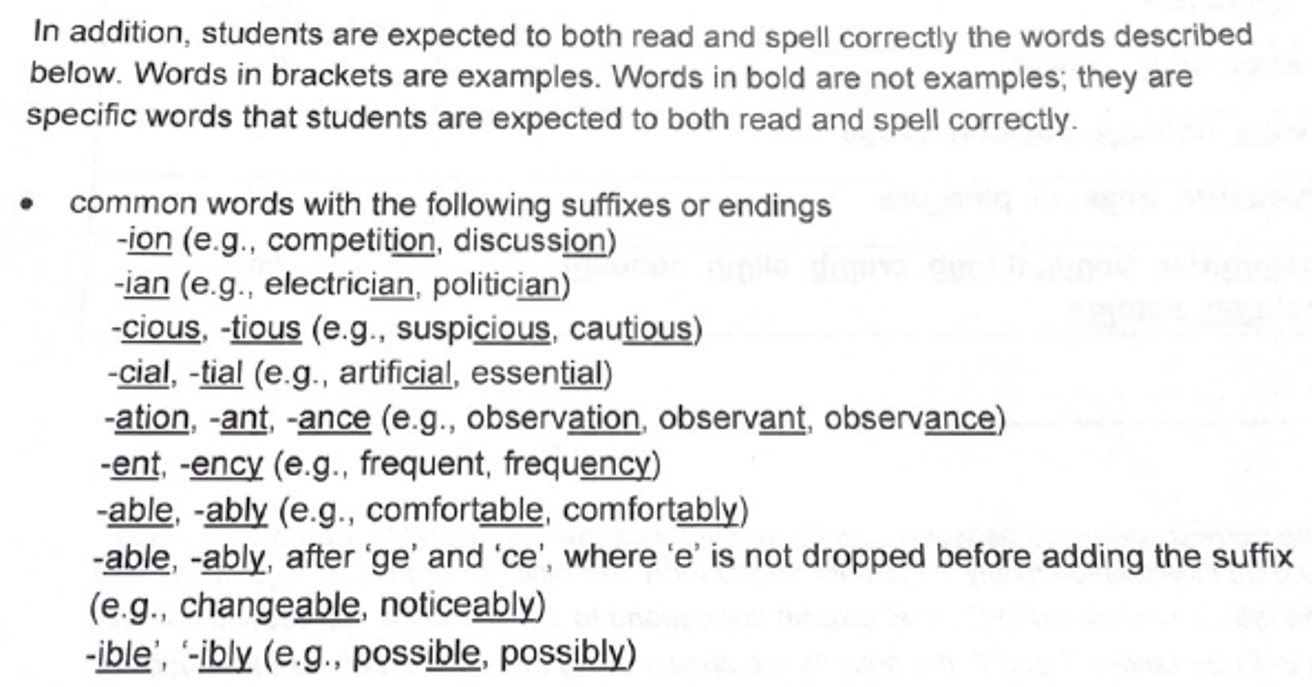
L2 - Spell words used most often in work, study, and daily life, including specialist words

E2- Use lower-case letters when there is no reason to use capital letters

E2/3 – Complete a form asking for personal information (e.g. first name, surname, address, postcode, age, date of birth)







**Reading**

E3 – Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning and context)

L1 – Identify meanings in texts and distinguish between fact and opinion

L2 – Identify implicit and inferred meaning in texts

E3 - Understand organisational features and use them to locate relevant information (e.g. contents, index, menus, tabs and links)

L1 - Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheading, paragraphs) in a range of straight forward texts

L2 - Understand organisational features and use them to locate relevant information ina range of straightforward and complex sources

**Speaking and Listening**

E3 – Respond appropriately to questions on a range of straightforward topics

L1 – Communicate information, ideas, and opinions clearly and accurately on a range of topics

L2 – Respond effectively to detailed or extended questions and feedback

E3 - Partake in discussions that include instructions, information and descriptions

L1 - Identify relevant information and lines of argument in explanations or presentations

L2 – Partake in discussions, detailed explanations, and presentations, all of varying lengths