

## Course Description and Outline

<b>Course Title</b>	SPaG for Functional Skills	<b>Term</b>	<b>A8320</b>
<b>Level of Course</b>	Entry 3 / Level 1	<b>Course Code</b>	
<b>Duration in Weeks</b>	10	<b>Total Sessions</b>	10 (1 per week)
<b>Brief Description of Course What will the course cover?</b>	<p><b>Introduction to SPaG</b></p> <p>This is a mixed ability literacy course at Entry 3 &amp; Level 1.</p> <p>The course is designed to support those wishing to improve their spelling, punctuation and grammar in order to prepare for an exam course and/or employment.</p> <p>The first term will introduce you to the basic rules of English spelling, punctuation and grammar.</p> <p>You will gain the confidence to experiment with different ways of practicing and improving your skills at text, sentence and word level.</p>		
<b>Entry Requirements</b>	You will need to be fluent in English language and demonstrate reading and writing skills at Entry 3 or above.		
<b>Main Learning Outcomes for all Learners. By the end of the course you will be able to:</b>			
<b>1</b>	<p><b>Spelling:</b></p> <ul style="list-style-type: none"> <li>Use the <b>look; say; cover; write; check</b> method to practice spelling new/difficult words.</li> </ul>		
<b>2</b>	<p><b>Punctuation:</b></p> <ul style="list-style-type: none"> <li>Make a <b>chart</b> explaining &amp; demonstrating how to use 10 different punctuation marks.</li> </ul>		
<b>3</b>	<p><b>Grammar:</b></p> <ul style="list-style-type: none"> <li>Identify and highlight 5-8 different <b>word classes</b> in a text.</li> </ul>		
<b>What will I need to bring to class?</b>	Learners need to provide their own folders, an A4 lined exercise book, pens and English dictionaries.		
<b>What courses can I go on to?</b>	<ul style="list-style-type: none"> <li>SPaG for Functional Skills Term B</li> <li>Functional Skills English Entry Level 3</li> <li>Functional Skills English Level 1</li> </ul>		

### What examination or assessment will there be and what will it involve?

This course **does not** result in a formal exam or qualification.

You will take part in informal quizzes throughout the term so that you and your tutor can assess what you have learned.

Your tutor will set you between one and three individual goals based on an assessment of your reading and writing. These areas for improvement will be reviewed during a 1-to-1 tutorial.

### How will I know I am making progress?

Your tutor will inform you of your progress and you will complete regular progress reviews with your tutor.

You will also be assessed in class by one to one, summative and formative assessments and tutorials.

### Is there anything else I need to know?

Please remember if you miss 3 classes in a row or your attendance is below 80%, you will lose your place on the course. When attending class, you must bring to class all equipment to study (pens, paper, dictionary etc.).

You must do your homework and any other tasks that your tutor asks you to do enable you to achieve your learning goals. If you do not, then your tutor can remove you from the course.

If you cannot finish the course, you must tell your tutor as soon as possible.

### What if I want extra support? Contact the Learner Support & Advice Team

The Learner Support & Advice Team can support learners achieve their education and employment goals. Information, advice & guidance is given on a range of issues including, financial support and support available for learners who are disabled and learners with learning difficulties,

Come and see one of experienced and friendly advisors who can help you make the next step.

For further information, text **IDEA** and your name to **07950 080 341** or email **ideastorelearning@towerhamlets.gov.uk** and a member of the team will get back to you.