

LITERACY AND LANGUAGE

Being able to communicate effectively in life, including work, requires the development of skills in speaking and listening, reading, writing and wider communication skills. The framework below offers a summary of some of the aspects of these capabilities, but it is not intended to be exhaustive or prescriptive. The table overleaf shows how providers may support a learner to develop their literacy and language capabilities from Entry Level to Level 2.¹

Key Themes in Literacy and Language: Personal, Community and Engagement

Personal

- Develop own skills
- Build confidence
- Support hobbies and interests
- Decode and adapt
- Communicate with family and friends
- Support and seek employment
- Build networks
- Develop relationships
- Develop self-efficacy

Community

- Interact with local services
- Communicate with others
- Access local support
- Communicate opinions
- Support family members
- Communicate with services
- Identify and use bias and inference
- Identify and use rhetoric

Engagement

- Support family and friends
- Engage with community groups
- Act and react appropriately
- Engage with community groups
- Communicate issues around health and finance
- Engage and support others
- Use language to support own and others' development
- Equality and diversity in everyday contexts

Please contact Learning and Work Institute for further details on Literacy and Language
- www.learningandwork.org.uk/citizens-curriculum or email: citizenscurriculum@learningandwork.org.uk

¹ This framework has been compiled with reference to the Functional Skills English Criteria and Adult Literacy and ESOL core curricula. Although qualifications may not be appropriate for some learners, Functional Skills or milestones modules are appropriate for the Citizens' Curriculum. Contact Learning and Work Institute for further details.

Entry Level

Level 1

Level 2

Speaking and listening:

- Follow the main points of discussions
- Use questions and other techniques to clarify understanding
- Give own point of view and respond appropriately to others

Reading:

- Understand the main points of text
- Find facts and information through detailed reading
- Use indexes and menus to locate information in different formats

Writing:

- Plan, draft and organise writing logically
- Write clearly
- Use basic spelling and grammar correctly most of the time

Speaking and listening:

- Make relevant and extended contributions
- Make different kinds of contributions
- Present information and opinions clearly and appropriately

Reading:

- Identify main points and ideas in a range of texts
- Use information found in texts for specific purposes
- Respond appropriately to different texts

Writing:

- Write clearly, coherently and logically, using correct spelling, punctuation and grammar
- Use language, format and structure for different purposes and audience

Speaking and listening:

- Consider complex information and respond appropriately and coherently
- Present ideas persuasively
- Adapt contributions to suit audience and purpose

Reading:

- Read and summarise information from different sources
- Identify how meaning is conveyed
- Detect opinions, bias and inference

Writing:

- Present information and ideas concisely and persuasively
- Use a range of writing styles
- Use a range of sentence structures and paragraphs to organise writing
- Punctuate and spell accurately to support clear meaning

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WEBSITES:

esol.excellencegateway.org.uk

english.excellencegateway.org.uk

readingahead.org.uk