

# FUNCTIONAL SKILLS

Level 2 English  
Online Resources

## FUNCTIONAL ENGLISH ONLINE RESOURCES

**It's all about real life problem solving.** These e-resources are to be used to develop your underpinning English Skills. You will need these skills to complete your Level 2 Functional English Tasks.

The web has many excellent resources that can support your skills development. OCR has developed this document to help you quickly find this support using the hyperlinks enclosed.

To access the hyperlinks, place your cursor over the underlined hyperlinked words and left click.

### YOUR INDIVIDUAL LEARNING PLAN

On your individual learning plan, have you identified the skills you need to improve? If not, you need to do this, and then tick them off as you achieve these skills.

## SPEAKING, LISTENING AND COMMUNICATION

**MAKE A RANGE OF CONTRIBUTIONS TO DISCUSSIONS IN A RANGE OF CONTEXTS, INCLUDING THOSE THAT ARE UNFAMILIAR, AND MAKE EFFECTIVE PRESENTATIONS.**



Consider complex information and give a relevant, cogent response in appropriate language:

[Organising a presentation](#)

Present information and ideas clearly and persuasively to others:

[Presentation Skills](#)

[Visual Aids and Persuasive Techniques](#)

[Presenting Yourself](#)

[Say it Clearly](#)

Adapt contributions to suit audience, purpose and situation:

[Using Body Language](#)

[Speaking Tips for your Presentation](#)

[Listening](#)

[Worktalk](#)

[More Worktalk](#)

Make significant contributions to discussions, taking a range of roles and helping to move discussion forward:

[Speaking Skills](#)

[Speaking in a Group](#)

[Discussing and Listening](#)

## READING

**SELECT, READ, UNDERSTAND AND COMPARE TEXTS AND USE THEM TO GATHER INFORMATION, IDEAS, ARGUMENTS AND OPINIONS.**



Select and use different types of texts to obtain and utilise relevant information:  
[Features of non-fiction texts](#)  
[Reading non-fiction texts](#)  
[Review texts](#)  
[Tips on research](#)

Read and summarise, succinctly, information/ideas from different sources:  
[Reading non-fiction texts](#)  
[More reading non-fiction texts](#)  
[Understanding texts](#)

Identify the purposes of texts and comment on how meaning is conveyed:  
[Making a summary of a text](#)  
[More on making a summary of a text](#)

Detect point of view, implicit meaning and/or bias:  
[Implicit/explicit](#)  
[Point of view, implicit meaning and bias](#)  
[More on point of view, implicit meaning](#)

Analyse texts in relation to audience needs and consider suitable responses:  
[Analysing texts](#)

## WRITING

**WRITE A RANGE OF TEXTS, INCLUDING EXTENDED WRITTEN DOCUMENTS, COMMUNICATING INFORMATION, IDEAS, AND OPINIONS EFFECTIVELY AND PERSUASIVELY.**



Present information/ideas concisely, logically and persuasively:  
[Writing to argue, advise and persuade](#)  
[Writing to inform, explain, describe](#)  
[Writing to argue](#)  
[More advice on writing](#)  
[How to persuade](#)

Use a range of writing styles for different purposes:  
[Audience, style and purpose](#)  
[Tone and style review](#)  
[More tone and style review](#)

Use a range of sentence structure, including complex sentences, and paragraphs to organise written communication effectively:  
[Sentence review](#)  
[More sentence review](#)  
[Structure and paragraph review](#)  
[More structure and paragraph review](#)

## WRITING (CONTINUED)



Punctuate written text using commas, apostrophes and inverted commas accurately:  
[Punctuation review](#)  
[Spelling review](#)  
[Another spelling review](#)  
[How sentences are structured](#)  
[Brain Games review](#)

Present information on complex subjects clearly and concisely:  
[Writing to advise](#)  
[Planning review](#)  
[More on planning](#)

Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of test types:  
[Englishbiz study guides](#)

## NEXT STEPS

Are you ready to try a practice **Level 2 Functional English Assessment?** You'll need to use all the underpinning skills that you developed using the resources on the web. Your teacher/tutor will be able to provide more support teaching materials for you. To complete the OCR Level 2 Functional English Practice Assessment, click on the links below:

**RESOURCE BOOK**  
**READING**  
**WRITING**

## CONTACT US

Keep up to date on the latest news by registering to receive e-alerts at [www.ocr.org.uk/updates](http://www.ocr.org.uk/updates)

OCR Customer contact centre

### VOCATIONAL QUALIFICATIONS

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

*For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.*

© OCR 2012 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee, Registered in England.  
Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.

