

Functional Skills English: Spelling Strategies

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Training Overview

1. What Is Expected Of A Learner
2. Spelling Test
3. Spelling Strategies



What is expected of a learner?

Entry Level

- In the Entry Level assessments, learners are expected to write straightforward texts and documents with clarity and effectiveness, and demonstrate a sound grasp of spelling, punctuation and grammar.
- Specifically, learners need to be able to spell words designated for their level.
- This is assessed through continuous writing and a spelling test.
- A list of the designated words is available [here](#).

Level 1 and 2

- In the Level 1 and 2 assessments, learners are expected to write texts of varying complexity, with accuracy, effectiveness, and correct spelling, punctuation and grammar.
- Specifically, learners need to be able to spell words used (most often at Level 1) in work, study and daily life, including specialist words.
- This is assessed through continuous writing.
- There are no spelling tests at Level 1 and 2.

Spelling Test

Difficult Words Spelling Test

- | | | | | | |
|--------------|----------------------|------------|----------------------|-------------|----------------------|
| 1. becoz | <input type="text"/> | because | <input type="text"/> | becuase | <input type="text"/> |
| 2. sincerely | <input type="text"/> | sincerly | <input type="text"/> | sincereley | <input type="text"/> |
| 3. busness | <input type="text"/> | bizness | <input type="text"/> | business | <input type="text"/> |
| 4. separate | <input type="text"/> | seperete | <input type="text"/> | seperate | <input type="text"/> |
| 5. definatly | <input type="text"/> | definitely | <input type="text"/> | definiteley | <input type="text"/> |
| 6. posess | <input type="text"/> | possess | <input type="text"/> | pozess | <input type="text"/> |

Answers

1. because
2. sincerely
3. business
4. separate
5. definitely
6. possess

Spelling Strategies

Look, Say, Cover, Write, Check

Take a word you have difficulty in spelling such as cautious.

- Write the word down.
- Look at the word.
- Say the word.
- Cover the word.
- Practice writing the word.
- Check you have spelt it correctly.

This technique is commonly used in schools to improve spelling.

Mnemonics

Mnemonics is a memory technique to aid recollection. A commonly used example is Richard Of York Gave Battle In Vain to remember the colours of the rainbow (red, yellow, orange, green, blue, indigo and violet).

With spelling this could be used to remember each letter or a spelling rule.

Big
Elephants
Can't
Always
Use
Small
Exits



For the spelling of necessary, picture a shirt. It has one collar and two sleeves. which is identical to the number of Cs and Ss in the word.

Spelling Rules

English is a notoriously difficult language to spell. There are, however, some rules that can help you:

- When you add full to the end of a word (suffix), only use one L, e.g. careful
- I before e except after c, e.g. niece, receive

The only problem with rules is the exceptions, e.g. weird does not follow the I before e rule.

One Word or Two

A common problem area is whether a word is one word or two. The following are commonly confused by learners in assessments:

- **aswell** should really be **as well**
- **alot** should really be **a lot**
- **can not** should really be **cannot**

Homophones

Homophones are words that sound the same but are spelt differently. These include words like:

- there / their / they're
- we're / where / were / wear
- two / to / too
- no / know
- bear / bare

- An idea to practice homophones is a running dictation.
- Learners are put into pairs.
- One writes, one runs.

• On a piece of paper write the following example sentences:

Look at the two boys over there. They're very happy. Their friends are happy too.

- The learners then read the sentences and run over to their colleagues and dictate the sentences back to them.
- The winners are the first to finish with no mistakes.

Other Useful Ideas

- Use a dictionary (though dictionaries are not allowed in the writing assessment)
- Create a spelling list on sticky notes and leave them around for you to see
- Sound out the silent letters e.g. the l in business
- Expose yourself to new words by reading a book, a newspaper or even the internet
- Always take the time to proofread your work, especially in the assessment



**There's so much
more to learn**

ALWAYS LEARNING