


# READING AND UNDERSTANDING EVERYDAY TEXTS

Functional Skills English Entry Level Preparation

THINK FIRST

# WHY DO WORDS SURROUND US?

Every day, we read to stay safe, travel, and get jobs done.

What would happen if you could not read a safety notice at work or a bus timetable?



# LEARNING OBJECTIVES

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1. Read and follow signs, notices and instructions used in daily life.

2. Find facts quickly using headings and alphabetical order.

3. Practise Entry level reading questions and check answers carefully.



# KEY VOCABULARY

*Key words*




**Heading**

A title at the top of a page.




**Notice**

A sign giving news or rules.




**Alphabetical**

Listed in order from A to Z.




**Detail**

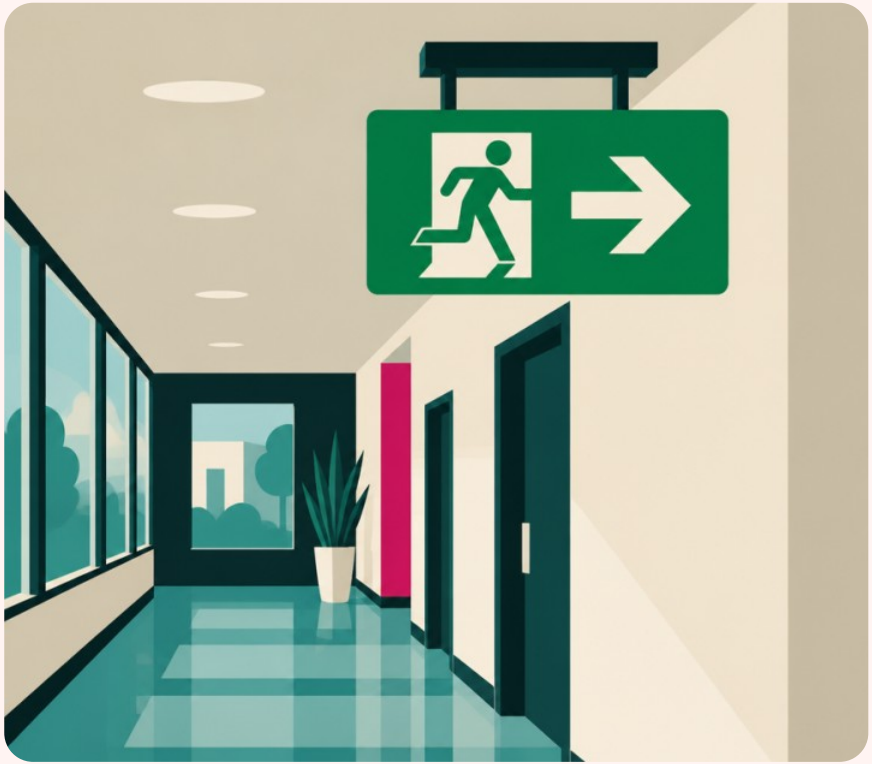
A small fact in the text.

# READING SIGNS AND NOTICES

## SIGNS GIVE CLEAR INSTRUCTIONS

Signs use simple words, bright colours, and symbols. They tell us what we must do or must not do.

- **Red signs** mean stop, danger, or you must not do something.
- **Blue signs** give mandatory instructions, like wearing safety boots.
- **Green signs** show safe routes, first aid kits, and emergency exits.



# FINDING THE MAIN IDEA

## LOOK AT THE HEADING

The heading tells you what the whole message is about in just a few words.

## READ THE FIRST LINE

The opening sentence usually explains why the notice was written.

## SPOT KEY WORDS

Look for repeated nouns and action words that stand out on the page.

## ASK: WHY WAS THIS MADE?

Decide if the text is there to warn, invite, guide, or explain a rule.

# SPOTTING KEY DETAILS









## TIMES AND DATES

Numbers show when an event starts, stops, or opens. Always check morning or evening.

## PLACES AND ROOMS

Look for room numbers, street names, and building floors to know where to go.

## COSTS AND RULES

Prices show how much you pay. Important words like 'must' or 'only' show strict rules.

# FINDING DETAILS

A library notice reads: 'Open Monday to Friday, 9:00 am to 5:00 pm. Closed on Bank Holidays.' At what time does the library close on Wednesdays?

1. Open all day
2. 9:00 am
3. Closed
4. 5:00 pm

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# USING ALPHABETICAL ORDER

1. **Check the first letter.** Look at the starting letter of each word to place it from A to Z.

2. **Compare the second letter.** If both words begin with 'B', compare the next letter.

3. **Find names in a list.** Use this to find names on lists, forms, and phone contacts fast.



# READING TEST VIDEO GUIDE

*Watch how to scan texts quickly*



# Following Step-by-Step Instructions

## Order Matters for Safety

Instructions tell you how to complete a task. You must follow the steps in exact order from top to bottom.

- **Look for numbers** or bullet points showing stage 1, 2, and 3.
- **Spot time words** like 'First', 'Next', 'Then', and 'Finally'.

**Tip**

Do not skip ahead before finishing the first step.



# CHECKING ANSWERS CAREFULLY

1. **Re-read the question.** Check what it asks you to find: a time, a place, or a person.

2. **Check the text again.** Find the exact word in the notice before writing your answer.

3. **Check every blank.** Make sure no question has been left out on your test paper.

# CHECK YOUR UNDERSTANDING

Put these four words in alphabetical order from A to Z:

1 Badge

2 Staff

3 Clock

4 Notice

# CHECK YOUR UNDERSTANDING

Put these four words in alphabetical order from A to Z:

1. Badge
2. Clock
3. Notice
4. Staff

# WELL DONE!

You have practised reading signs, finding main ideas, and sorting words in alphabetical order.

In Lesson 2, we will practise writing clearly for daily tasks and tests.