

Adult Skills & Family Learning in Lincolnshire
Course Overview

Introduction to Literacy in Industry

The programme provides a solid level of basic Literacy skills with a relevance to the workplace. On this course you will take an in-depth look at all the Literacy skills you will need in your everyday life and see how they work when set within real employment contexts.

Course learning outcomes:

1. **Identify** the topics and detail of spoken information delivered in different contexts. Take appropriate **action** to show understanding of spoken instructions.
2. **Use** politeness in discussions and when making requests and asking questions. **Make** relevant and appropriate contributions in discussions including non-verbal communication. **Use** effective speaking and listening communication in one-to-one everyday situations.
3. **Read**, follow and **identify** text on simple, familiar topics. **Identify** when order is important in some text. **Identify** the flow of events from text.
4. **Explain** the meaning of common signs and symbols. **Read** and follow instructions and directions containing linking words and adverbials. **Use** knowledge of familiar words and sentence structure to understand meaning of everyday information.
5. **Read, write** and **spell** everyday words and those with common spelling patterns and personal details, including prefixes and suffixes.
6. **Use** spelling and sound patterns to assist in spelling. **Write** legible text. **Write** appropriate words and phrases for purpose and audience. **Use** full stops, capital letters and question marks appropriately. **Use** conjunctions and adjectives

Duration: 6 Learning Hours