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FOUNDATIONS FOR CHANGE®

You can do it. We can help.



# English

Entry Level 3, Book 12

**GLH 3**

Recap and Summary

Name	
Number	
Location	
Date Issued	





## ➤ Introduction

This booklet is part of your learning programme.

Remember to read carefully and try your best. Don't worry if you get stuck, make a note on the booklet and move on to the next task. Try coming back to it later, see if you can work it out then.

If you are still stuck, remember to make a note at the end of the booklet.

Throughout the booklet, you will see that some words have been printed **blue and bold**. You will find more detailed explanations of each of these words in the 'Glossary' at the back of the booklet.



**Glossary** is a list of often difficult or specialised words with their definitions, placed at the back of a book. You may also know this as a word bank.

By working through this booklet, you will get the chance to test a wide range of the information and skills you have learnt whilst completing the Functional Skills English programme. All the questions are around the theme of planning to rent a flat.

You will be using all of the skills you have developed through this course and applying them to a real-life scenario. This is a good way for you to practise your newly learnt skills and to identify any areas that you would like further support with.

## What Do the Symbols in this Booklet Mean?



Where you see this symbol, there is a skills practice or activity for you to complete.



Information, explanations and case studies are shown with this icon.



This shows you there is a glossary or word bank with the meaning and correct spelling of key words.



This icon shows where to write comments for your tutor to read.



This symbol lets you know there are some key points to remember.




## The Big Picture



You are studying Entry Level 3 English, which is taught over 55 Guided Learning Hours (GLH).

The programme covers the units listed below. The unit that you're working on today is ticked.

Booklet		GLH	
1	Spelling		
2	Punctuation		
3	Commas, Compound Sentences and Writing Detailed and Longer Texts		
4	Spelling with Prefixes, Suffixes and Homophones		
5	Finding the Meaning of Words		
6	Plurals and Grammar		
7	Use Appropriate Language for Purpose and Audience		
8	Logical Order, Paragraphs, Subheadings and Narrative Writing		
9	Using Bullet Points, Writing Reports and Using Layout Features to Find Information		
10	Text and Purpose		
11	Reading to Identify and Extract Main Points and Ideas		
12	<b>Recap and Summary</b>	<b>3</b>	

## Outcomes

These are the outcomes you can achieve by completing the learning activities in this booklet:

**1**

Gain further confidence in using your newly learnt Functional English skills by practising them using a real-life example.

**2**

Identify skills that you still find difficult to apply when completing real-life examples.



## Recap



A **recap** is an effective way of helping you to remember and apply what you have learnt. If this is your first booklet, it may help you to think about what you know already about this subject. Can you answer the following questions?



What was the last booklet you completed?



Can you remember what you learnt about?



Can you remember three key points from the booklet?

1

2

3



## ▶ Renting a Flat

In this section, you will complete tasks that will test you on your ability to:

- Understand organisational features and use them to locate relevant information
- Use effective strategies to find the meaning of words
- Identify different purposes of straightforward texts

You and your friend are hoping to rent a flat in a new city, as you want to live closer to where you work. Before you start looking at flats to rent, you decide to find out some more information about renting in England.



Task  
1

1. You want to look at a website to find this information.

What phrase would you use to search for this information online? Write the phrase in the Google search bar.

 | 🔍

2. What organisational features might a website have?  
Give three examples.

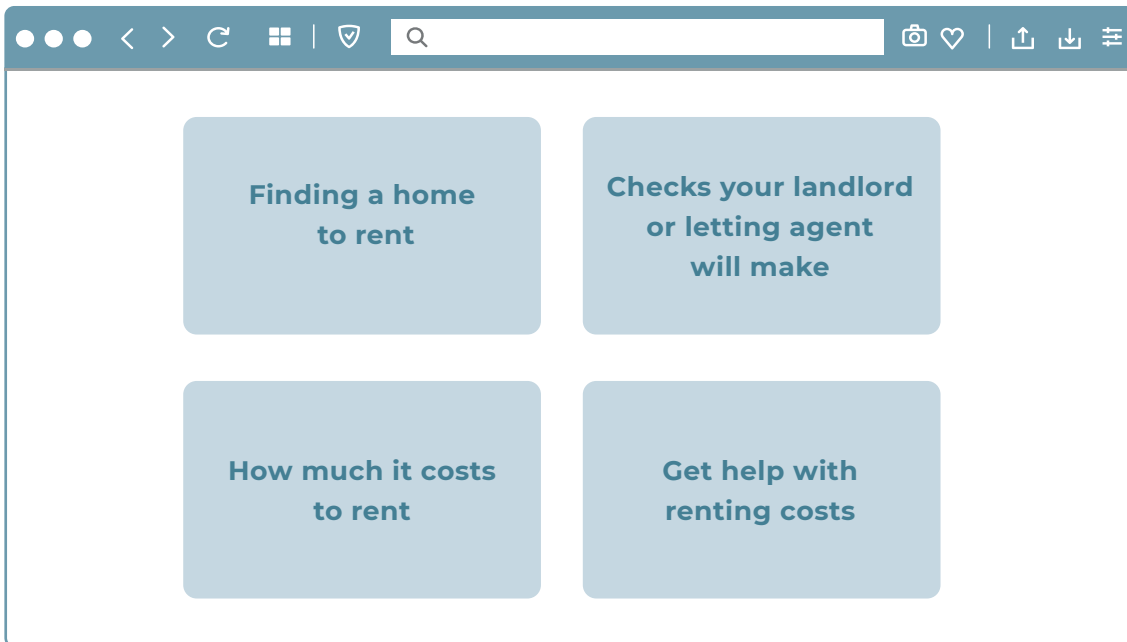
a.

b.

c.



## ▶ Renting a Flat



The quickest way to find a property is online, on **property search websites**. You can easily search for the exact area you want and arrange viewings on websites.

You could also visit local estate agents if you can't search online. It's also worth asking friends and family and checking local notice boards and newspapers.

### Landlord vs. Letting Agent

When looking for a home to rent, you must decide whether you want to rent from a landlord or from a letting agent.

If you rent directly from a landlord:	If you rent from a letting agent:
You might have less to pay before moving in.	They'll speak to the owner of the property to arrange any repairs for you.
You might not have to give so many references.	You can get advice about the local area.
Your landlord might not insist on doing a credit check.	

## ▶ Renting a Flat

### Questions to ask your landlord or letting agent

To make sure the property you're going to rent is affordable, you should ask:

- How much rent you'll have to pay and how it should be paid
- If your rent includes any bills
- How long you can rent for
- If you need to make payments before you move in – for example if you need to pay rent in advance or fees if you rent from a letting agent

You might have to agree to meet certain conditions or rules when you rent a property. For example, you might not be allowed to smoke or keep pets. Make sure you ask about any conditions before you agree to take a property.



## ▶ Renting a Flat

Use the text on pages 10 and 11 to answer these questions:



Task  
2

1. Give three examples of ways you can find a property to rent.

a.

b.

c.

2. You and your friend would like to know how much you will both need to pay in rent each month. Which link would you select to find more information about this?

3. 'Make sure the property you're going to rent is affordable'. What does '**affordable**' mean?

a. Very expensive

b. Fits with your budget

c. Being able to buy

d. A quiet building

4. Give an example of a question you could ask your landlord or letting agent.

## ▶ Renting a Flat



Task  
2

5. What is the main purpose of the text?
- a. To persuade people to rent from a letting agent
  - b. To instruct landlords on how to advertise their properties
  - c. To describe the best way to use the internet
  - d. To inform people how they can find a home to rent
6. 'They'll arrange the repairs for you'. Which word could be used to replace '**arrange**' in the text?
- a. Change
  - b. Organise
  - c. Break
  - d. Upkeep

## ➤ Renting a Flat

In this section, you will complete tasks that will test you on your ability to:

- Read correctly words designated for Entry Level 3
- Identify, understand and extract the main points and ideas in and from texts
- Identify different purposes of straightforward texts
- Use the 1st, 2nd and 3rd place letters to sequence words in alphabetical order

You and your friend visit an estate agent who provides you with information about a flat that is available to rent in the city you are hoping to live in.



**YORK'S HOME**

Finding your new home  
in your dream location.

[www.yorkshome.co.uk](http://www.yorkshome.co.uk)

Tel: 01904 34 9976

Nicholas Gardens, York, YO10

**£950 pcm**

- Situated on a quiet road with great access to the city centre
- Newly furnished
- Fitted modern kitchen
- Two spacious double bedrooms



York's Home is excited to present this fantastic property located in the heart of York. Available for a short-term or long-term lease.

This property is available **NOW** at an amazing price!



## ▶ Renting a Flat

Use the text on page 14 to answer these questions:



Task  
3

1. Which words are used to describe the bedrooms?
  
2. Which phrases make you think that the property has been recently decorated?
  
3. What is the main purpose of the text?
  - a. To persuade people to rent a property
  - b. To give instructions on how to contact 'York's Home'
  - c. To describe what it is like to live in York
  - d. To give information about a property to buy
  
4. What is the text?
  - a. An online advert
  - b. A magazine article
  - c. A leaflet
  - d. A news story
  
5. Sort these words into alphabetical order

**finding**

**furnished**

**fitted**

**fantastic**

- a. ....
- b. ....
- c. ....
- d. ....



## ▶ Renting a Flat

In this section, you will complete tasks that will test you on your ability to:

- Spell correctly words designated for Entry Level 3
- Use a range of punctuation correctly

You and your friend decide that you would like to apply for the flat.

Below is the email your friend wants to send to 'York's Home'.

Before the email is sent, your friend sends the email to you so that you can check it.

Spot the mistakes in the email and then re-write the email with the corrections on the next page. Check for:

- Spelling
- Punctuation
- Capital letters

You may write on the email here to help you.



Task  
4

New message

To... yorkshome@email.co.uk

From... friend@email.co.uk

Subject... Flat Application

Good morning,

i am writting to express my interest in ur property, Nicholas Gardens My friend and i plan to move to york to be closer to our places of work, and therefour we would like to apply for a long-term lease.

we are both in full time employment and can guarantee that we can meet the monthly payments of the property We do not have pets and we are non-smokers

If possible, could we also view more pichurs of the property.

We appreeceate you taking the time to read this email and hope that the property is still avaelable.



Send



## ▶ Renting a Flat



Task  
4

New message

To...

From...

Subject...

A   



Send



## ▶ Renting a Flat

In this section, you will complete tasks that will test you on your ability to:

- Use a range of punctuation correctly
- Recognise compound sentences
- Use language appropriate for purpose and audience

A few days later, you receive a reply from the estate agents.



Task  
5

Complete the following using the email below.

- Underline the compound sentence.
- Add the missing comma to the second to last sentence.

New message

To... friend@email.co.uk

From... yorkshome@email.co.uk

Subject... Re: Flat Application

Thank you for your email. Your application is being considered for this property.

The property is still available, and we would like to invite you to a viewing.

The landlord will be able to meet you at the property on the following dates:

14th November (16:00)

17th November (17:30)

Please bring a valid form of ID proof of your right to live in the UK and your last three bank statements.

Respond to this email to confirm your preferred date to view the property.

A [Image] [Emoji] [Link] [Trash] Send

## ▶ Renting a Flat



### Task 6

Look at the two emails below and answer the questions on the next page.

**A**

The screenshot shows an email composition window with the following fields:

- To... yorkshome@email.co.uk
- From... friend@email.co.uk
- Subject... Re: Flat Application

Amazing, thanks for considering us! We really really want this flat.

We're going to a concert on the 17th, but we are free on the 14th.

From

The toolbar contains icons for text formatting (A), image insertion, emoji, link, and a trash can icon, followed by a blue 'Send' button.

**B**

The screenshot shows an email composition window with the following fields:

- To... yorkshome@email.co.uk
- From... friend@email.co.uk
- Subject... Re: Flat Application

Thank you, we appreciate being considered for this property.

We are available to view the flat on the 14th.

Kind Regards

The toolbar contains icons for text formatting (A), image insertion, emoji, link, and a trash can icon, followed by a blue 'Send' button.



## ▶ Renting a Flat



Task  
6

1. Which email do you think is the most appropriate to send to the estate agent?

**A**

**B**

2. Explain how you came to this decision. Think about the choice of words and the information shared.



## Renting a Flat

In this section, you will complete that which will test you on your ability to:

- Use punctuation correctly
- Use mostly correct grammar
- Write text of an appropriate level of detail and of appropriate length
- Write in compound sentences and paragraphs where appropriate
- Use language appropriate for purpose and audience
- Communicate information, ideas and opinions clearly and in a logical sequence

You and your friend viewed the flat. Before you decide if you want to rent it, you want to tell your family about it.

Write a letter to a family member to tell them about the experience of viewing the flat and to ask them for advice.

In your letter you should:

- Explain where the flat is
- What you liked about the flat
- What you disliked about the flat
- Ask them for advice about moving



Task  
7

Use this space to plan your letter

## Renting a Flat



Task  
7

Write your letter here. Make sure you use at least two compound sentences and write using paragraphs. Aim to write about 50 words.

## ▶ Renting a Flat

In this section, you will complete that which will test you on your ability to:

- Form irregular plurals

You and your friend have moved into your new flat, but you have noticed some problems.



### Task 8

Your friend has written an email of complaint to the letting agent to let them know about the issues. As before, they have sent a copy of the email to you to proofread. See if you can correct the errors in bold by inserting the correct irregular plural in the space next to it.

New message

To... yorkshome@email.co.uk

From... friend@email.co.uk

Subject... Problems with flat

I am writing in reference to the property in Nicholas Gardens that my friend and I moved into last week.

We have discovered a number of problems that weren't apparent during our initial viewing.

The first issue is that we have seen **mouses** \_\_\_\_\_ behind the kitchen cupboards and they are nibbling at our **loafs** \_\_\_\_\_ of bread in the cupboards.

Another problem that we have noticed is that the advert said it was a quiet street, but we are both being kept awake at night by **persons** \_\_\_\_\_ leaving the pub around the corner.

Finally, it seems that the new carpet hasn't been fitted properly as we have both cut our **foots** \_\_\_\_\_ on the nails that are sticking out of the floor.

Despite these issues, we like living here and we would be really grateful if you could sort these things out as quickly as possible.

Kind regards,

A [image] [emoji] [link] [trash] Send



## Renting a Flat

In this section, you will complete tasks that will test you on your ability to:

- Use punctuation correctly
- Use mostly correct grammar
- Write text of an appropriate level of detail and of appropriate length
- Use appropriate format and structure when writing straightforward texts
- Write in compound sentences and paragraphs
- Use language appropriate for purpose and audience

After moving into the flat, you are asked to write a report for the estate.

Write a report about a city you have visited or lived in. Talk about:

- Where the city is
- Activities you can do in the city
- Restaurants and bars in the city
- Places you can stay



Task  
9

Use this space to plan your report



## ▶ Renting a Flat



Task  
9

Write your report here. Make sure you use the correct format for a report, including the use of a title, subheadings and bullet points. Write your report using paragraphs, appropriate language and compound sentences. Aim to write 70-100 words.

## ▶ Renting a Flat



Task  
9

A large, empty rectangular box with a yellow border, intended for writing or drawing.



**WWW (What Went Well)**

**EBI (Even Better If)**

**Next steps**

**Learner feedback** (Please provide some feedback for your tutor following the comments that you have just made on your work.)

## Next Steps

Now you have completed Booklet 12, please return this to your tutor/trainer.

Your tutor/trainer will mark the work and provide you with some feedback showing what you have done well and suggestions on improvements.



## Have Your Say



We would be interested in your opinion of this booklet.

1. **Was there anything you found easy in this workbook?** Yes No  
If you answered yes, what did you find easy?

2. **Was there anything you found hard?** Yes No  
If you answered yes, what did you find hard?

3. **Is there anything that you would like your tutor to go over again?** Yes No  
If you answered yes, what is this?

4. **If your tutor provided learning aids, did you use them?** Yes No  
If you answered yes, how were they useful?

5. **Would you like more support?** Yes No  
If you answered yes, one of our Support Staff will get in touch with you.

6. **Do you have any questions?**

7. **What have you learnt from this booklet?**

# Notes



## Notes



# Notes

