

Write For Meaning

Introduction

This course helps you look at what you write and focuses on writing with clarity and order. Whatever you write needs to be clear. During the course you will explore different writing styles and their purpose. It will also give you ideas about how you can adjust your writing to convey feelings, ideas and emotions with the right language, tone and structure.

What will you learn?

By the end of the course you should be able to:

- Identify and interpret the purpose of writing and the audience
- Use the appropriate format and style
- Plan, draft, review, edit and redraft writing
- Use writing to communicate clearly and effectively

Who is this course aimed at?

Skills for Life are the skills you need to get on at home and at work. Choosing a mobile phone, writing a report or helping your children with their homework all require good Skills for Life. These courses will benefit adults who have difficulties with maths or reading, writing, understanding and speaking English. Most of us could benefit from improving these skills for a variety of reasons - maybe we did not acquire these skills at school, or they need refreshing after lack of use. To meet these needs, the Skills for Life Pathway will allow you to achieve a nationally recognised qualification in Maths and Numeracy and/or English and Literacy, depending on the pathway you pursue.

What are the entry requirements? (If applicable)

There are no formal entry requirements for this course.

How is it taught?

Skills for Life Maths and English courses are taught by experienced tutors who will guide you through learning activities in a supportive and encouraging way. Teaching will vary so that you can benefit from learning in a way that suits you, such as working independently at your own pace or sharing ideas in groups. The learning activities are designed to be varied and interesting and are tailored to suit the level that you are working at and to help you progress further.

How will you be assessed?

During the course you will participate in activities such as: completing worksheets, summarising small group discussions and completing a short learning diary. Certain set pieces of work are then used for assessment and are organised into a folder of work. Your course tutor marks the folder which is then subject to internal and external moderation by the Open College Network.

What will you achieve?

If you complete the course successfully you will achieve Open College Network (OCN) Credits at Level 1. The OCN Credits you achieve are part of a national system for recognising and accrediting the learning you have undertaken on this course. Once you complete this course you can build the number of credits you have achieved by undertaking further short courses as detailed overleaf.

What can you do after this?

It is recommended that you take all the other courses within the Skills for Life Pathway- English and Literacy, including grammar and punctuation part 1, spell with confidence and read for meaning. Once you are ready you can then take the National Test in English and Literacy. If you complete all of these courses successfully you will gain an NOCN Progression Certificate at Level 1. Following a pathway will help you get the most out of coming to Fircroft College. What you learn on one course will help you on the next.

Who are the tutors?

The course is run by one of the following three experienced tutors: Sharon Griffiths, Sue Lassman or Di Marriott. These tutors specialise in teaching adult returners. Their teaching readily encourages learners to share their existing understanding and skills with others in the group and to develop these skills in a supportive atmosphere.

When does it run?

This is a three day course which includes two nights residency at the College. Courses start at 5.30pm on the first day and finish between 3pm and 4pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

Is there a cost?

This course is free of charge - all accommodation, food, teaching & course materials are included.

How can you apply?

For more information please contact the short course office on 0121 472 0116 or email shortcourses@fircroft.ac.uk. You can apply online at www.fircroft.ac.uk, by post or in person.

