



MODEL ANSWERS – LEVEL 1 ESSENTIAL SKILLS ENGLISH

SECTION A – READING (MODEL ANSWERS)

1. Who can join the courses at Mid Ulster Training Hub?

People aged **16 or over**.

2. Name two courses offered.

Any two of:

- Essential Skills English
- Essential Skills Maths
- ICT for Work
- Customer Service
- Employability Skills
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3. What support do learners receive after completing a course?

They get a **certificate** and **help with job applications**.

4. Give one way to contact the Training Hub.

- Phone: **028 4455 2211** OR
- Website: www.midulstertraininghub.org

5. What did Aimee like about the classes?

Any one of:

- The tutor explained things clearly
- The classes were relaxed
- She felt comfortable asking questions

6. How did the course help Aimee in her life?

It helped her **get a job in retail** and **improved her confidence and communication skills**.

7. Identify one similarity between Text A and Text B.

Any one of:

- Both talk about Essential Skills courses
- Both say the courses are helpful
- Both encourage people to join

8. Identify one difference between Text A and Text B.

Any one of:

- Text A is factual; Text B is personal opinion
- Text A gives information; Text B gives a review
- Text A is formal; Text B is informal

9. Which text is more persuasive? Explain your answer with evidence.

Model answer: Text B is more persuasive because it gives a **personal experience**. Aimee explains how the course helped her get a job and improved her confidence. This makes it more convincing than Text A, which only gives basic information.

(Any similar explanation earns full marks.)

10. Identify one feature of Text A that helps the reader find information quickly.

Any one of:

- Bullet points
- Headings
- Contact details clearly shown
- List of courses

SECTION B – WRITING (MODEL ANSWERS)

Below are **sample responses** at Level 1 standard. Learners' answers will vary.

Task 1: Formal Email (Model Answer)

Subject: Enquiry About Essential Skills English Course

Hello,

I am writing to ask for more information about the Essential Skills English course. I am interested because I want to improve my reading and writing for work. I would like to know when the next course starts and whether it is available in the evenings, as I work during the day.

I am available to attend classes on Mondays and Wednesdays. Please let me know if there are spaces available and how I can register.

Thank you for your help.

Kind regards, [Name]

Task 2: Informal Message (Model Answer)

Hey, You should definitely join one of the free courses at the Training Hub. I did one last year and it really helped me. The classes are relaxed and the tutors explain everything clearly. It would be great for your confidence and it could help you get a job too.

Don't worry about not knowing anyone — everyone is friendly and you'll settle in quickly. You can choose English, Maths, ICT or other courses. I think you'd enjoy it.

Let me know if you want me to help you sign up!

Task 3: Information Leaflet (Model Answer)

Build Your Skills with Essential Skills Courses

Essential Skills courses are free programmes that help you improve your English, Maths and ICT. They are designed for people aged 16 and over who want to gain confidence and improve their job prospects.

Why join? • Improve your reading, writing and communication • Build confidence • Gain a recognised certificate • Get support with job applications

Courses available: English, Maths, ICT for Work, Customer Service and more.

How to sign up: Visit the Training Hub website or call 028 4455 2211 for more information.

SECTION C – SPEAKING & LISTENING

(Model guidance for tutors)

Learners should:

- Share ideas clearly
- Give examples
- Listen and respond to others
- Take turns
- Stay on topic

No fixed “answers” — assessed on communication skills.