



English

Short Course

Sample

Student name:

Centre name:

ASDAN tutor:

Sample

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English Short Course

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Summary of Achievement	Yellow centre pages



Achieving your Short Course

How long will the Short Course take?	Hours	Credits
You have the option of accrediting up to 60 hours of English activities. For every 10 hours, you are awarded one credit, for example:	10	1
	30	3
	60	6

These credits can contribute towards other programmes and qualifications.
The **English Short Course** can lead to:

ASDAN Personal Development Programmes
(Bronze, Silver, Gold or Universities)

ASDAN Qualifications (Levels 1 and 2)
AoPE (Award of Personal Effectiveness) Levels 1 and 2
CoPE (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead on to:

ASDAN Qualifications (Level 3)
CoPE (Certificate of Personal Effectiveness) Level 3

What must I do?

Read through these introductory pages carefully.

Look at the modules and challenges and decide which challenges you wish to complete – your tutor will be able to help you decide.

Create an evidence portfolio to safely store all the material you'll need to have in place before your tutor can claim your Short Course certificate.

Plan, organise and carry out your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

Before asking your tutor to check your work and claim your certificate make sure your portfolio contains the following:

1. A student book
2. A completed Record of Progress (page 5)
3. Evidence for each challenge completed
4. The correct number of Short Course Skills Sheets (see pages 43-50)
5. A completed Summary of Achievement (yellow centre pages)
6. A completed Personal Statement (yellow centre pages)

What will I need?

- Your own copy of this Short Course book
- A portfolio (file or folder), into which you will put your evidence

Information for tutors

To download guidance documents, go to:
members.asdan.org.uk/my-courses/short-courses

A Quick Guide to ASDAN Short Courses contains step-by-step guidance for delivering any Short Course, from registering with ASDAN to certification.

The English Short Course Tutor Notes provide challenge-by-challenge advice, lesson ideas and suggested resources.



Recording Your Skills

Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

English activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.



Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Short Course will give you opportunity to practise your numeracy skills.



Module 1

Developing Communication Skills

Sample



Module 1

Developing Communication Skills

Section A: Complete at least FOUR challenges over 10 hours (1 credit)

1 Tell a partner up to 10 interesting facts about yourself and ask them to repeat them back to you. Swap roles.

Change partners and carry out the same activity using **three** different methods of communication, for example:

- sign language
- singing
- drawing
- mime

Share experiences of how easy or difficult it was to communicate in each different way.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

2 Compare how people communicate using social media that has character restrictions (e.g. Twitter), with one that allows unlimited text (e.g. Facebook). Show how the restrictions or lack of limits mean that people structure their communications differently.

Report on the different skills involved to a partner or group.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

3 Use email to communicate an important piece of information to another person. Show that you understand and can carry out **three** of the following:

- add an attachment with extra information
- use 'Reply to', 'Reply all' and 'Forward' appropriately
- explain the meaning of cc and bcc, and give examples of when they might be used
- insert a working hyperlink in the body of your email
- add an email signature

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 3

Reading and Writing Styles

Module 3

Reading and Writing Styles

9 Explain what is meant by the term 'genre' and list as many genres of writing that you can think of.

Ask others in your centre what their preferred genre is and gather the results. Try to explain why some genres of writing are more popular with particular groups, e.g. age groups.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

10 Other agreed challenge:

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

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Module 6

Reading for a Purpose

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Module 6

Reading for a Purpose

Section B: Complete ONE or TWO challenges over 10 hours (1 credit)

1 Compare the major differences between **two** non-fiction texts, looking at aspects of presentation and language.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

2 Working on your own, explain why you think a particular non-fiction text is either effective or ineffective. **Justify** your reasons with close reference to the source text.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

3 Compare **two** websites. Prepare and give a detailed presentation on your views **as to** how successful they are at conveying information and providing a service.

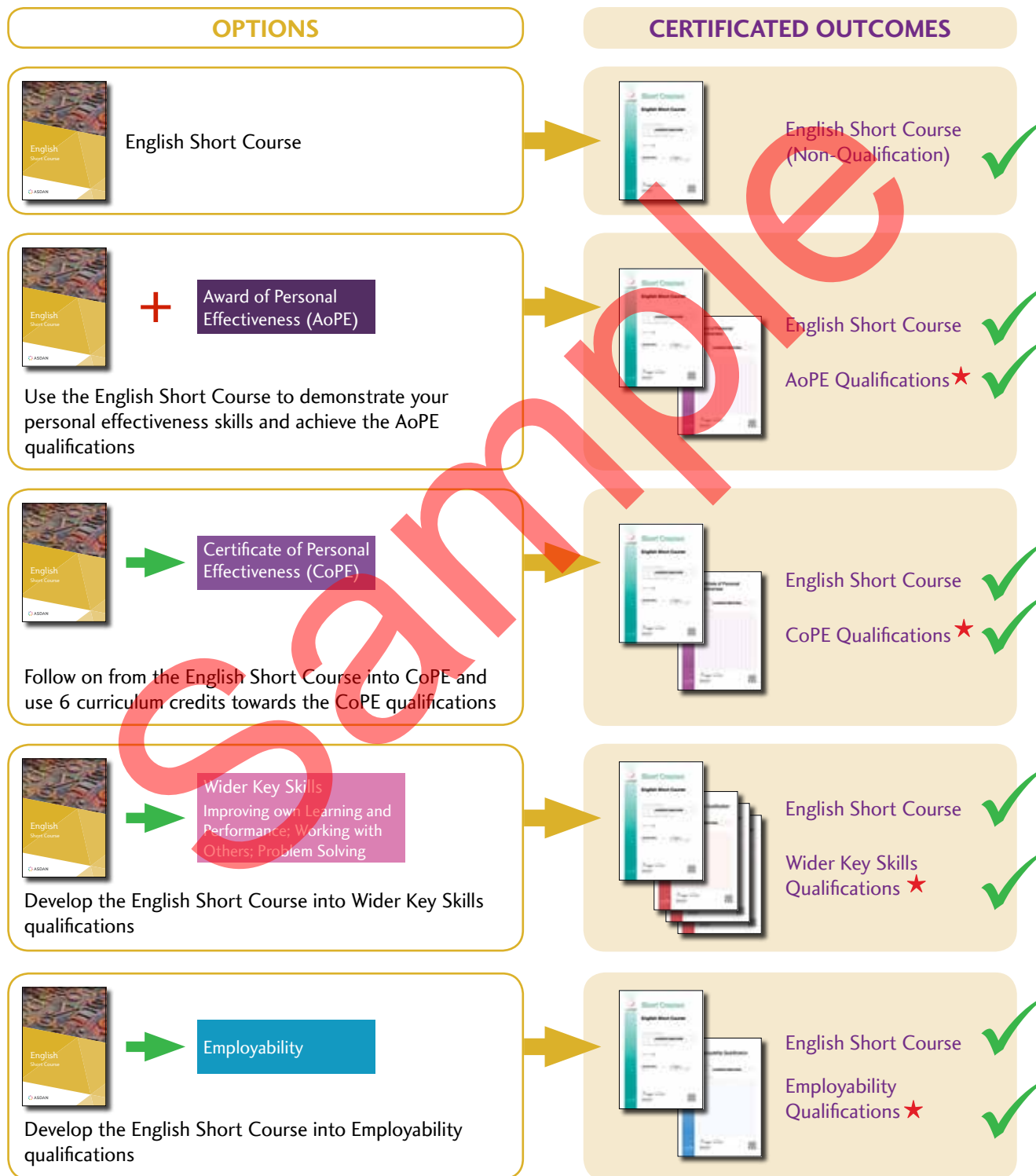
- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

4 Choose a moral, political or philosophical issue. Review arguments presented by commentators in news articles or other media. Present your own viewpoint with supporting evidence.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Adding Value

Your English Short Course is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on English activities. This course can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.



★ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your English Short Course.

Sample



ELSWB/1

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