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Chapter 1: Communication

At **Level 1**, learners need to use the skills of speaking, listening, reading and writing in straightforward tasks. You will be able to identify the main points in reading material and in discussions.

Additionally you will have to show you can take part in discussions about everyday subjects.

When reading material, you will be able to identify the main points and ideas and you will be able to write short documents using simple language and, sometimes, appropriate images to emphasise the meaning.

Correct spelling, grammar and punctuation are important.

The following reference sheets provide opportunities for you to review and practise the communication skills needed for Key Skills.

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Chapter 2: Application of Number

At **Level 1**, a learner should be able to use combinations of: **addition, subtraction, multiplication** and **division** with virtually no problems.

However, at Level 1, Application of Number tasks may require breaking down into manageable parts to form a solution. For example, using addition followed by division to form a solution. Combinations may vary.

The following reference sheets provide opportunities for you to review and practice the numeracy functions a learner needs for key skills.

It must be highlighted again that numeracy tasks can require a combination of functions, and as a learner you should be able to select appropriate methods to obtain answers.

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Chapter 3: Information and Communication Technology

At **Level 1**, a learner should be able to handle simple numerical, textual and graphical information presented in short, straightforward tasks. You will show you can develop documents by selecting any applying Information and Communication Technology skills appropriate for the task.

Learners should be able to use technology safely and care for the equipment being used. It is important to work in such a way that data is used and kept safely and not lost. You should also know to whom to turn if things go wrong.

It is expected that you will be able to send and receive emails.

The following Reference Sheets provide opportunities for you to review and practise the Information and Communication Technology functions as needed for Key Skills.

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