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NEW!

FUNCTIONAL SKILLS

Wall Charts

Helping learners learn!

Daydream Education's fantastic new Functional Skills Wall Charts have been designed to bring a sharper focus to the basics of learning, enabling students to apply what they learn in the context of their daily life.

The charts' simple and colourful approach will enhance any educational environment, no matter what the topic or subject area. After using the charts, pupils will be able to identify logical pathways to learning, equipping them with the practical skills they need to work confidently and efficiently in school and in work.



Price: Paper £3.95 Laminated £7.50

Size: A1 (840mm x 594mm)



Titles include:	
• Reading and Learning	• Mind Mapping
• Speaking and Listening	• Organisation, Planning and Time Management
• Writing an Essay	• Improving Own Learning and Performance
• Group Discussion	• Problem Solving
• Memory Tips	• Working with Others

Purchase 10 or more of our Functional Skills Wall Charts and receive a **massive 50% discount** off the total value of your order.

If you're not ordering in large quantities, why not team up with other teachers or departments in your school?

Reading and Learning

When you read you are often looking for specific information which provides answers to questions. The following reading techniques will help you become an active learner.

Reading Techniques

Skimming Look over what you are reading to gain an impression of the text. Skimming the contents will help you decide whether it is relevant. Do not read every word.

Scanning Scan the text for specific information. Look out for key words and names without reading the whole text.

Detailed Reading When reading a text in detail, read one section at a time. Looking for answers to your questions will help you remember and understand what you are reading.

READING TOP TIPS

- 1 Identify the main points and ideas in the text.
- 2 Ensure you understand relevant key words and phrases.
- 3 Make notes and create mind maps to help you remember key information.
- 4 Recite material aloud to help improve concentration and memory.
- 5 Once you have finished, review what you have read.
- 6 Retrace your steps, going over any questions and answers you have written down.
- 1 Teach the information to someone else. Discussing is an excellent way of reviewing and learning.

Note taking will help you think about and make sense of what you are reading.

- Do not write down every word.
- Use colours to highlight facts.
- Decide what is important.
- Revise your notes as soon as possible.
- Use symbols and abbreviations.

Reading and Learning

**Paper - FS001
Laminated - FS001L**

Speaking and Listening

Speaking

Listening

You speak to communicate information or express your thoughts or feelings. This can be in a one-on-one or group situation, or when presenting to an audience.

Judge when to speak and how much to say, and communicate information in a logical order.

Whether you are delivering instructions, explanations, descriptions or asking questions, ensure you speak clearly and confidently and at an appropriate volume.

Use appropriate language and vocabulary for your audience. Ensure your body language, facial expressions, gestures and tone of voice support what you are saying.

Respond to questions, taking on board both positive and negative criticism. You must be able to give more detailed explanations if required.

Listening is an active process which involves receiving, working out and understanding a message with the option to respond.

Show you are paying attention by making eye contact. Use facial expressions to mirror the emotions of the speaker.

Ask questions if you do not understand something that has been said. Try to rephrase what the speaker has said when asking questions.

Identify the key information which you feel is important and respond to any instructions that are given.

You do not have to agree with everything that is being said but ensure you discuss your opinions and explain your point of view in a constructive manner.

Speaking and Listening

**Paper - FS002
Laminated - FS002L**

Writing an Essay

A good essay has a carefully considered structure.
Every paragraph should be relevant to the title of the essay.

Make a Plan



- Read the question a number of times to ensure that you understand exactly what is being asked.
- Your plan should show how you are going to break down your main points.
- Use key words and subject specific vocabulary within your plan.
- Your plan can be written as a mind map.

Introduction

This should relate closely to the topic of the essay.



- Keep this paragraph simple and to the point. Avoid giving too much detail.
- Give the reader an overview of your essay, outlining the points you are going to make in order of importance.
- Set the tone of work by describing the subject, issue or problem.

The Main Body

Present your thoughts and evidence.



- Present your points in the same order as your introduction.
- Make sure that each paragraph links to the previous one through the use of connectives (linking words) for example so, secondly, however.
- Use evidence to back up your arguments.

Conclusion

Bring the essay to a logical and satisfying end.



- Summarise the main points of your essay. Make this section short.

Bibliography



- You may be asked to include a bibliography. This is a list of any sources/texts you have used to help you write your essay.

Writing an Essay

Paper - FS003
Laminated - FS003L

Group Discussion

Developing group discussion skills is useful for everyday life
whether the discussions are formal or informal.

On a daily basis you will find yourself having discussions with friends and family, at work or in school. Group discussions will often form part of the selection process in higher education and job interviews so you need to become good at it.

Preparation	If you know what is going to be discussed, prepare in advance by undertaking research. 
Speak Clearly	Only one person should speak at a time. Agree to take it in turns when you have something to say. 
Active Listening	Listen to and focus on what everybody has to say, not just the opinions you agree with. 
Share Ideas, Feelings and Opinions	The discussion will be more effective if everyone contributes his or her opinion. 
Feeling Safe	Encourage other people to contribute their opinions and ideas. 
Do Not Dominate	You do not have to speak a lot in a discussion to be effective. What you say is often more important than how much you say. 
Avoid Conflict	Do not interrupt or dismiss somebody's ideas or opinions. 
Refocus	If a discussion starts to lose focus bring it back on track. 

Remember



Discussions are not competitions for those who can say the most. They give opportunities to share opinions in a positive environment. Listen and respond to others to make discussions effective and an enjoyable experience!



Group Discussion

Paper - FS004
Laminated - FS004L

Organisation, Planning and Time Management

Managing your time and priorities will improve your chance of achieving your full potential and becoming an effective learner.

Organisation & Planning

- Create a plan of what you need to achieve.
- Identify where and when you work at your best.
- Prioritise tasks and challenges.
- Set short, mid and long-term targets that will help you realise what needs to happen to achieve your goals.
- A plan will help you understand your timescales and enable you to identify what has already been accomplished and what is left to achieve.

Revision Timetable

Organisation & Planning

Time Management

Revision Timetable

- Make the most effective use of your time.
- Use your time effectively not just efficiently.
- Make a timetable to help you with your time management.
- Maintain focus, keeping control of your time.
- It is important to consider and constantly re-evaluate your deadlines.

Revision Timetable

Organisation & Planning

Time Management

Revision Timetable

Top tips for writing a revision timetable

	1st	2nd	3rd	4th
<p>Important!</p> <p>Write down your exam dates and identify how much time you are willing to revise each day.</p>	<p>Work out which subjects you find the hardest and will require the most revision.</p>	<p>Include prior commitments and remember to set aside relaxation and leisure time.</p>	<p>From this you will be able to make a timetable to help control and organise your revision.</p>	

Organisation, Planning and Time Management

Paper - FS007
Laminated - FS007L

Improving Own Learning and Performance

Skills can be learned to help you study and learn more effectively. These may improve your performance in many aspects of life, including your education and chosen career.

1. What do you want to achieve?

- Set realistic targets with action points.
- Manage your time to meet these targets.
- Seek support if required.

2. Decide which learning styles/methods suit you.

- Pictures and diagrams.
- Listening and speaking.
- Practical work.
- Note taking.

3. Take responsibility.

- Make decisions about your learning.
- Work independently at times.
- Determine what is going well and what is not.
- Adapt your approach if you need to.

4. Learn to prioritise in order to meet deadlines.

- Remember that good time management and organisation are critical for success.
- Revise your schedule if things aren't going as planned.

5. Review your progress throughout.

- Review your performance.
- Don't be afraid to change your plan if circumstances change.
- Seek feedback and support, and listen to advice on how to improve your performance.

6. Review what you have achieved.

- Have you met your targets?
- Consider how you can improve your performance in your chosen area (to show your achievement).
- Identify which learning styles suited you best. Doing this will help improve your performance in future tasks.

7. How could you improve next time?

- Consider how you could improve your:
 - Planning.
 - Motivation.
 - Organisation.
 - What learning method/suit you the most?

8. Review your progress throughout.

Improving Own Learning and Performance

Paper - FS008
Laminated - FS008L

Problem Solving

Almost every day you will come face-to-face with a problem. Some problems can be solved quickly but others may take more time, thought and effort.

There are many different ways to solve a problem but it is important to use the most suitable method for each specific task.

- 1 Identify the problem.**
 - What do you know about the problem?
 - Understand exactly what the problem involves.
 - Research may help you understand the problem.
- 2 Consider different ways of tackling the problem**
 - Have similar problems been solved in the past?
 - Brainstorm problem solving ideas.
 - What factors could affect how you tackle the problem?
 - Work with others to gain further insight.
 - Consider the time, knowledge and support needed.
 - Are there any health and safety issues?
- 3 Plan what needs to be done.**
 - What method are you going to use to solve the problem?
 - Create a step-by-step action plan which details how you will solve the problem.
 - What resources will you need?
 - Consider the health and safety issues.
- 4 Review progress throughout.**
 - Look at your plan and consider how it is progressing.
 - Make changes to your plan if you feel they are necessary.
 - Do not ignore unexpected problems, deal with them straight away.
 - Listen and respond to feedback, check, track, review.
- 5 How the problem began solved?**
 - Check the problem has been solved according to your plan.
 - Show and describe the results/understanding how you have solved your problem.
 - What have been the strengths and weaknesses in your methods of solving your problem.
- 6 Could your problem solving skills be improved?**
 - Review how you could improve the weaker areas of your plan.
 - Consider how you might further improve the more successful areas of your problem solving skills.
 - Use this knowledge when solving your next problems.

'How you think about a problem is more important than the problem itself, so always think positively.' - Norman Vincent Peale

Problem Solving

Paper - FS009
Laminated - FS009L

Working with Others

Sometimes goals can be achieved by working on your own. However, there will be times when you will need to work with other people to achieve shared goals.

Planning

- Identify group objectives and negotiate individual responsibilities.
- **As a group, decide on resources and the timescales which are needed to meet your objectives.**
- Show respect for others and listen to their opinions.

Working Co-operatively

- Organise and carry out your individual tasks.
- Ensure the tasks are performed well using the correct techniques, equipment and tools.
- Check your progress against the objectives. Ensure all group members are performing their tasks to a high standard and within the required timescales.
- Be aware of the needs of others in the group and offer support if it is needed.
- Try not to disrupt or offend others in the group.
- Disagreements should be resolved through discussion and negotiation.
- Work safely to avoid accidents.

Review to Improve Performance

- Review the tasks throughout and not just once they have been completed.
- When evaluating the group's performance, contribute your own opinion but also listen to the input of others.
- As a group, identify how individual and group performances could be improved.

Remember

- Understand your role
- Co-operate
- Negotiate
- Be supportive

Working with Others

Paper - FS010
Laminated - FS010L

Functional Skills Order Form

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