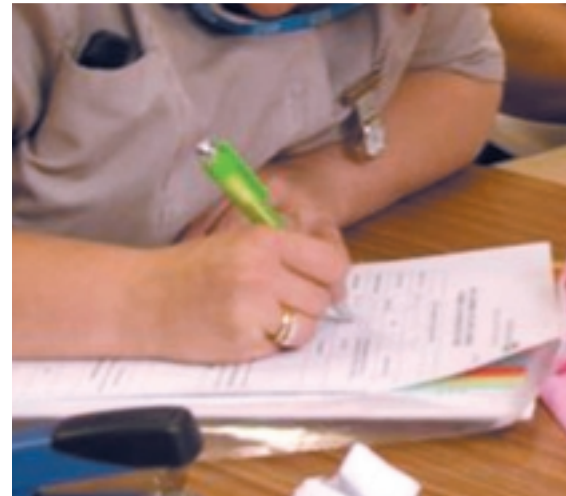


Our 'Improve Your Reading, Writing and Communication Skills' course is an entry level course, whilst our 'Brush Up Your Writing Skills' is available at level 1 or 2, and leads to a nationally recognised qualification from the OCR exam board.

#### What course levels mean

Courses begin at entry level, then progress to level 1. Level 1 is equivalent to NVQ L1 and GCSE Grades D to G. Level 2 is equivalent to NVQ L2 and GCSE grades A\* to C.



The WEA is a nationwide, voluntary organisation running courses for more than 95,000 adults every year, drawn from all walks of life. We are one of the largest charities in the UK and are supported by the Government through funding from the Learning and Skills Council in England. We also raise funds from other sources including the European Union and the National Lottery.

This leaflet has been produced by  
WEA London Region, 4 Luke Street, London, EC2A 4JE.  
Tel: 020 7613 7550 Fax: 020 7383 5668  
[www.wea.org.uk](http://www.wea.org.uk)  
Registered charity: 314001

## Improve your reading and writing skills

Find out about free courses from  
the Workers' Educational Association

**WEA**



LearningforLife

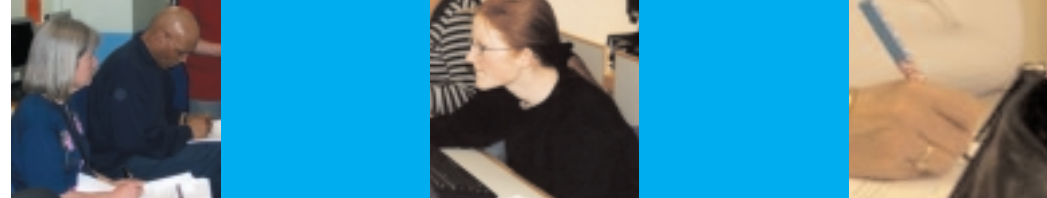
If you'd like help with your reading and writing skills then you can talk to your manager or training department about a free WEA course that will help.

These courses make you more confident in everyday reading and writing – whether you need to write an important letter or job application or check the small print of your contract or credit-card bill!

#### Did you know?

- WEA courses are held at or near your workplace.
- Courses are free – they won't cost you a penny if you learn at work.
- You can learn during work time – most courses are run as weekly three-hour sessions over ten weeks.
- You can learn new skills to help you at work and at home.
- You'll receive help and support from experienced WEA tutors.
- WEA courses in reading and writing skills lead to nationally recognised qualifications.
- You can talk to your training and development department to find out about national qualifications and how they work.

*Want to know more about WEA Reading and Writing courses? Why not talk to your manager or pay a visit to your training and development department. You can start with an initial assessment to help discover what's right for you.*



## Do your writing skills need a brush up?

Try this test and see for yourself – answers at the bottom of the page!

You need to write an important letter to a company. You have started it with **Dear Mrs Jenkins.**

Do you end it Yours faithfully or Yours sincerely?

Where does the apostrophe go in the following words:

- a) could'nt or couldn't
- b) they've or theyv'e
- c) wer'e or we're

What are the past tenses of the following verbs?

Examples: I buy – I bought, I need – I needed

- a) I eat - \_\_\_\_\_
- b) I like - \_\_\_\_\_
- c) I take - \_\_\_\_\_
- d) I stand - \_\_\_\_\_
- e) I wish - \_\_\_\_\_
- f) I bring - \_\_\_\_\_

Answers:  
Yours sincerely  
a) couldn't b) they've c) we're  
a) I ate b) I like c) I took d) I stood e) I wished f) I brought