

Organisational Features Worksheet

Functional Skills English Entry 3 - Reading Practice

Name: _____ **Date:** _____

Use the feature first, then answer the question. Try to explain which feature helped you.

Task 1 - Match the feature to its use

Feature	What it helps you do
1. Heading	A. Follow steps in the correct order
2. Numbered list	B. Find a topic alphabetically
3. Index	C. See the main topic of a section
4. Link	D. Open another page or more information
5. Text box	E. Notice important information quickly

Task 2 - Read the leaflet extract

Community Garden Open Day

What is happening?

Local residents are invited to visit the garden, meet volunteers and collect free seeds.

Activities

- Planting workshop
- Compost demonstration
- Children's nature trail

Date and time

Saturday 18 May, 10.00 am - 2.00 pm

Important

Please bring comfortable shoes. The event may be cancelled if there is heavy rain.

1. Which feature helps you find the list of things visitors can do?

2. What time does the event start?

3. Which feature helped you find the start time?

4. Why has “Please bring comfortable shoes” been put under “Important”?

Task 3 - Website navigation

Website menu

Home Courses Support Fees Contact Apply Now

5. Which tab would you click to find course prices?

6. Which link or tab would you click to enrol or register?

7. Which feature helped you answer questions 5 and 6?

Task 4 - Exam-style practice

Question

You need to find what documents to bring to an appointment. Which section of a leaflet would you check first?

- A. Welcome
- B. What to bring
- C. Opening hours
- D. Complaints

8. Write the best answer.

9. Explain why that section is the best place to look.

Task 5 - Challenge

Write your own short leaflet extract using at least three organisational features. For example: a heading, a subheading, bullet points, a text box or a numbered list.