



3. Use an appropriate layout and structure, showing a logical order of information, to write a formal letter as part of a job application.
4. Use an appropriate reading technique for different reading situations.
5. Review a piece of writing, making any necessary changes or corrections to errors of spelling, grammar or punctuation.

**What teaching methods will be used and will there be work outside of the class?**

- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning

**What kind of feedback can I expect from the tutor?**

- A range of informal activities will be used by the tutor to see what you are learning which may include quizzes, question and answer, small projects and discussion
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning
- You will be encouraged to consider other students work and give your opinions and suggestions
- There will be a number of tasks appropriate to your course such as written work, creating art or craft, video, photography or small projects. Some of these may be marked to help you progress
- The tutor will also explain what the Level 1 exams are like, so you know what to expect in future. They will talk to you about when you might be ready to move onto a Level 1 accredited course to take an exam.

**What else do I need to know? Is there anything I need to bring?**

- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you
  - Official document(s) showing the correct spelling of your name, address and date of birth. Certificates for any English qualifications you already have.
- Folder, notebook, paper and a pen/pencil to every lesson.

**Pre-course work, reading and information sources**

- No pre reading or pre course work is required
- It is useful if students are reading simple books for pleasure and information.

**Possible next steps after this course (including career opportunities if appropriate)**

- Progress to another WEA course
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>

**Learning with the WEA**

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your

course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for some courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB Tel: 0300 303 3464 Email: [courseenquiries@wea.org.uk](mailto:courseenquiries@wea.org.uk)



Education & Skills  
Funding Agency



European Union  
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