

Course Information Sheet 2025/26 Foundation Non-Qualification Course

Course title:	IMPROVE YOUR ENGLISH (Entry Level)		Code: B300X
Tutor:	Fiona Dutton		
Day & Time:	Wednesday – 9.45am – 12.15pm		
Start & End Dates:	Term 1 24/09/2025 - 03/12/2025	Term 2	Term 3
Number of sessions:	10		
Venue:	Bury Adult Learning Centre		Room No: 9
Learner numbers:	Minimum	Maximum	
	5	8	
Costs:	Full Fee	Discounted Fee	
	FREE	FREE	

What will I learn on this course?

During this course you will improve your reading, writing and communication skills.

By the end of the course, you will be able to:

- Ask questions with confidence and join in conversations and group discussions.
- Confidently write the letters of the alphabet in lower and upper case.
- Understand why capital letters are used in different ways.
- Understand sentences start with a capital letter and end with a full stop, question mark or an exclamation mark.
- Use end of sentence punctuation correctly in your sentences.
- Recognise spelling patterns in words and understand how spelling rules can help you to improve your spelling vocabulary.
- Become more confident in reading.
- Fill in your personal details correctly on different types of forms.
- Read and understand different texts to gain information, for example, instructions on packaging, timetables, emails, letters, adverts and posters.
- Write sentences for different purposes using punctuation correctly.

Additional information

This is a course for learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions. A pre course interview is required.

Before you enrol on a course, advice and information is available to help you decide on the right course for you.

Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

What will be expected of me?

A commitment to learning and regular punctual attendance.

What could I do next?

Your tutor will be able to advise you on the options available. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or email learner.services@bury.gov.uk

Can I get extra help?

Support with English and Maths is available. Please ask for details when you attend your interview.

Help with paying for your course

You may be entitled to a reduced fee for your course if you claim a benefit. Please see the website, course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.