

Introduction to the integrated language, literacy and numeracy (LLN) skills development activities

The purpose of these activities is to exemplify how literacy, language and numeracy are integral to work tasks. The tasks described in each activity include a combination of literacy, language and/or numeracy skills.

The tasks are:

- Customer service - retail
- Getting work-related information – from a range of sources
- Promoting the business to customers
- Implementing business quality and service standards
- Responding to an accident in the workplace
- Setting up a record-keeping system
- Solving customer queries
- Teamwork
- Understand and use technical equipment
- Understanding and using job specific documents and processes

Employability teachers and trainers may find it useful to get further advice from language, literacy and numeracy teachers to help with using these activities for skills building in an employability context.

How to use the examples

- The examples can be used to plan a task-based approach to LLN development.
- This can be structured to run over several or a couple of sessions.
- The whole activity can be worked on or can be focused only on parts that are appropriate for the learners' developmental needs e.g. learners who need to work more on their numeracy skills could omit parts of the activity such as the writing, speaking and listening (where applicable).

- For the chosen parts of the activity, teachers should look at the curriculum references and select the levels that are appropriate for their learners. A range of different levels for each of the skills of numeracy, reading, writing, listening and speaking can be accommodated in this way as a learner may be at E2 for one skill and at E3 for another.
- The chosen topic can then be set at an appropriate level.
- Learners could also work in mixed groups with group members having different roles depending on the level at which they are working and the skills they need to work on.

All skills described are covered in the core curricula and Pre-entry Curriculum Framework. For an overview of each curriculum, go to the relevant Progression Overview. These documents show how speaking, listening, reading, writing and number skills progress across the levels:

- [Numeracy Curriculum Progression Overview](#)
- [Literacy Curriculum Progression Overview](#)
- [ESOL Curriculum Progression Overview](#)
- [PECF Curriculum Progression Overview – Numeracy milestones 4 -8](#)
- [PECF Curriculum Progression Overview – Literacy milestones 4 -8](#)

Differentiation

Where learners are at different levels and you need to differentiate teaching, the Progression Overviews will help you to identify how skills build across these levels.

Further work

Any further work to support literacy, language and numeracy skills development should be set in contexts that are meaningful for learners. This will support motivation by providing learners with clear reasons why these skills are needed.