

# 2021/22 Essential English and Maths Skills for London's Hospitality Sector

**English, maths** and other related skills are crucial for people to succeed in work, for people to find work and earn more.

In a work environment, it is essential that people understand the world around them and Maths and English are the building blocks not only for future skills and qualifications, but for us to develop as people too.



**FREE**

## Important information

Classes taught via Teams are usually delivered to groups consisting of a mix of learners from across London's hospitality sector. For businesses with 7+ employees wishing to take the same subject, we would be able to put on a dedicated class at a time convenient to the organisation.

## Listen and Respond

This course is taught by a tutor via Teams, for 2 hours once a week over 5 weeks.

The aim of this course is for participants to learn how to listen and respond to extended and detailed spoken language in a range of different contexts.

Examples include:

- Identify and record relevant information.
- Respond to extended questions on different topics.
- Respond appropriately to constructive criticism.
- Make constructive critical responses.

## Write to Communicate 1

This course is taught by a tutor via Teams, for 2 hours once a week over 8 weeks.

During this course participants will learn how to write to communicate ideas for different audiences and purposes.

Examples include:

- Identify the purpose and audience for writing.
- Use language, format and structure that are suitable for purpose and audience.
- Proofread and revise writing for accuracy and meaning.

## Write to Communicate 2

This course is taught by a tutor via Teams, for 2 hours once a week over 8 weeks.

The aim of this course is for participants to learn how to write to communicate information, ideas and opinions clearly and effectively.

Examples include:

- Gather and organise information for own writing.
- Work through sub-stages of planning and drafting to determine content, length, language and structure appropriate to purpose and audience.
- Use different styles of writing for different purposes.

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## Making Calculations 1

This course is taught by a tutor via Teams, for 2hours once a week over 8 weeks.

This course aims to enable learners to manipulate numbers and decimals, and make calculations in order to use and understand numbers in everyday use.

Examples include:

- Add, subtract, multiply and divide whole numbers and decimals.
- Solve problems with and without a calculator.



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## Making Calculations 2

This course is taught by a tutor via Teams, for 2hours once a week over 8 weeks.

This course aims to provide learners with the knowledge and understanding to be able to carry out calculations when solving problems.

Examples include:

- Add, subtract, multiply and divide whole numbers, fractions and decimals up to 3 places using written and mental methods.
- Solve problems involving positive and negative numbers.

## Money, Time and Temperature 1

This course is taught by a tutor via Teams, for 2hours once a week over 8 weeks.

This course aims to provide learners with the knowledge and understanding to interpret and communicate mathematical information.

Examples include:

- Add and subtract sums of money
- Record sums of money using appropriate conventions
- Add and subtract times in hours and minutes
- Read, estimate, measure and compare temperature using common units

## Money, Time and Temperature 2

This course is taught by a tutor via Teams, for 2hours once a week over 7 weeks.

This course aims to provide learners with the knowledge and understanding to carry out calculations when solving problems.

Examples include:

- Round money to the nearest £
- Convert between currencies
- Add and subtract time
- Convert between units of time
- Work with temp below freezing
- Work with both Celsius & Fahrenheit
- Convert temperatures
- Problem solving of money/time/temperature

"You are all a great team, always happy to assist when we needed a helping hand. Hope to work with you again in the future!" (Andreea-Maria Enache)