

OpenLearn – Open University

Free Online Learning for Everyday Skills in maths and English

Everyday English Level 1

An introduction to basic English skills covering spelling, punctuation, grammar, reading for meaning and communication skills.

Everyday English Level 2

A more advanced English skills course on report writing, writing emails and letters, information gathering, critical thinking and presentation skills.

Everyday Maths Level 1

An introduction to basic numeracy skills covering addition, subtraction, multiplication, division, basic fractions, and percentages. The course also includes working with money, measurements and shapes, and basic data handling.

Everyday Maths 2

A more advanced maths skills course looking at: percentage change and reverse percentages; how to convert values between fractions, decimals and percentages; how to calculate perimeters, areas and volumes; currency conversions.

Real Life and Workplace Skills

Each OpenLearn Everyday Skills course focuses on problem solving and applies skills to real-life and workplace situations.

- Working with money
- Writing emails, letter and reports
- Communicating with people
- Working out percentages
- Solving problems
- Creating presentations
- Managing finances
- Gathering information
- Thinking critically

What are the benefits for learners?

Everyday Skills courses can provide learners with a wide-range of personal and professional benefits including:-

- Supporting children with homework
- Building self-esteem and confidence
- Enhancing job prospects
- Improving communication skills
- Boosting employability skills and ability
- Completing forms and documents accurately

What time commitment do I need to make?

The courses can be accessed online anywhere and are designed to fit flexibly around busy schedules. It's recommended that you commit to at least 5 hours each week for your online study.

Do I need any equipment?

You should have access to IT equipment with an internet connection suitable for streaming video content.

What are the OpenLearn courses like?

The courses are divided into a series of easy-to-manage sections with interactive quizzes, information sheets, and activities to motivate and inspire learners.

How are the courses assessed?

There is a quiz in each section to help you check your progress. At the end of the end of the course there is a final quiz with a pass mark of 60% or above.

Will I get a certificate?

You will receive an Open University statement of participation for your achievement, and a digital badge.

How do I register?

Create an account at <https://www.open.edu/openlearn/> then put the course into the search bar