

Reading, Writing, Spelling and Maths

What does Basic Skills mean?

By basic skills we mean having 'the ability to read, write and speak English and use mathematics at a level necessary to function at work and in society in general'.

We offer individual help with:

- reading for home, for work, for study, for yourself
- writing skills, such as spelling, filling out forms, writing letters, reports, application forms, CVs, tests for Army / Navy and Nursing. Pre-College skills
- maths for home, for college, for work, for qualifications
- speaking skills, such as using the telephone, making yourself understood, interview skills
- basic computing: to compose letters, write essays, to keep up with your children

We also offer short courses, including: spelling, keeping up with the kids, study skills, new directions, using computers and the internet, and communication at work.

We can also give help and guidance with Dyslexia.

Gaining some of these skills will lead to:

- greater self confidence
- improved job prospects
- qualifications
- the chance to move on to further education
- new opportunities

Ring any of the centres or call in and we will arrange for you to discuss your needs with a tutor. Read how a basic skills course has helped someone fulfill their potential by following the link from this page.

You will have help to work out a personal learning plan. You can learn at your own pace, work towards your own goals in a friendly, informal setting.

Contact the Friary Community Education Centre for more information and an application form:

Cardiff Basic Skills Service

The Friary Community Education Centre
The Friary
Cardiff
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