

Section Two:

Non-Fiction Simple Comprehension

LO: To find and understand key information in a text.



What Is Comprehension?

What do we mean by 'comprehension'? Look up the word in the dictionary and then write its definition below.

Key Term

Comprehension: _____

Finding the Facts

Read the first paragraph of the letter on page 10 and find the answers to the questions below.

Quickfire Questions

What is the purpose of this letter?

What time will the awards ceremony take place?

What are the awards for?

Top Tip

Think about the reading strategies you could use to find the answers to these questions.

Reading On

Now, see if you can find the answers to these questions in the rest of the letter. They could be anywhere within the text!

Quickfire Questions

What time should Tara Taylor arrive at the school?

What is she being asked to speak about?

What will happen after all the awards have been presented?

After the students receive their certificates and medals, what will they do?

Why is the school hall closed?

Top Tip

Before trying to answer the questions, read the whole text carefully so that you can understand what it is about.

Gathering Information

Sometimes, we have to gather information from different locations in a text in order to answer a question fully. In order to do this, we need to read the text carefully to ensure we haven't missed anything.

Longer Answer

What does Tara Taylor have to do at the awards ceremony? Include everything from the time she arrives at the school to when she leaves.

Top Tip

Before you write your answer, look carefully through the text and highlight all the information that you will need to use.

Ms Tara Taylor
24 March Street,
Lowford,
Wessex.
WE35 9FT

Handsom High School
19 Knight Lane,
Lowford,
Wessex.
WE20 7RE

19th March, 2018

Dear Ms Taylor,

Thank you for kindly agreeing to present the awards to our students at our annual Sixth Form Awards Ceremony, which will take place next Thursday 25th March at 7.30pm. This letter lays out the format of the evening and what we will require from you.

The ceremony traditionally takes place in our school hall – a sixteenth century building which is the pride of Handsom school. However, as you may have heard in the local press, we are currently undergoing some urgent repair work to the beams in the hall, and so we are relocating the event to the school gymnasium. We hope this change of venue will not inconvenience you; please arrive at reception at 7pm and we will be happy to escort you to the building.

The evening will begin promptly at 7.30pm with a medley of show tunes played by our school band. I have requested that they include the theme from Chariots of Fire, as I thought this would be particularly fitting for your appearance! I will then make a short speech, commenting on the achievements of the students this year, before introducing you. If you could then speak for around ten minutes on your background, perhaps emphasising the importance of hard work and perseverance in order to meet your goals, it would be much appreciated. The students will doubtless be aware of your considerable sporting prowess, but if you have any specific anecdotes to share I am sure they will be fascinated to hear them!

Once you have finished your speech, we shall move on to the presentation of the awards. I will take the podium and announce the winners, then pass the certificates and medals to you to present as the students come up to receive them. At this juncture, a handshake and a pose for the photographer is ideal.

This should take us no longer than an hour. We will then proceed to the school canteen, where refreshments will be served. We would be delighted if you could join us for a glass of wine.

Of course, we understand that your gold medal is extremely precious, but if you are able to bring it along I am sure the students would be very excited to see it! It is a rare opportunity for them to meet an Olympian in the flesh.

I hope this is all clear, but if you have any questions, please do not hesitate to contact me. Once again, many thanks for your generosity in taking part in our event.

Yours sincerely,

Mr L Hathaway
Headteacher