

Functional Skills English Level 1

Speaking, listening and communication assessment: record sheet 1

Formal discussion on unfamiliar topic

Candidate's name _____ Reg. No.. _____

Date of discussion _____ Length of discussion _____

Topic _____

Group size _____ Details of group _____

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

Confirm that the candidate:	Tick box	Overall comments and quotes to show how candidate met the criteria:
1.1.2 Prepared for discussion on unfamiliar topic. Prepared for and contributed to formal discussion of ideas and opinions	✓	Notes attached <input type="checkbox"/> <i>(notes candidates have prepared in advance of discussion)</i>
1.1.1, Made relevant and extended contributions to discussions and allowed for others' input	✓	Please insert comment regarding contributions made and insert at least two quotes from candidate.
1.1.3 Made different kinds of contributions		
1.1.1 Responded to others' input	✓	Insert quote from candidate.
1.1.4 Presented information/points of view clearly and in appropriate language	✓	Please insert comment regarding how information was presented.

Tick any that may apply:

Maintained eye contact		Listened to other contributions	
Used appropriate body language		Asked questions	
Used appropriate gestures		Answered questions	
Appropriate facial expressions		Asked for clarification / questions to be repeated	

Please indicate as applicable:

Candidate has achieved:	
Candidate has not achieved:	

Candidate	Signature	Date
Assessor name	Signature	Date
Internal Quality Assurer (if sampled)	Signature	Date

Functional Skills English Level 1

Speaking, listening and communication assessment: record sheet 2

Informal discussion on familiar topic

Candidate's name _____ . Reg. No. _____

Date of discussion _____ Length of discussion _____

Topic _____

Group size _____ Details of group _____

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

Confirm that the candidate:	Tick box	Overall comments and quotes to show how candidate met the criteria:
1.1.2 Prepared for discussion on familiar topic. Prepared for and contributed to informal discussion of ideas and opinions	✓	Notes attached <input type="checkbox"/> <i>(notes candidates have prepared in advance of discussion or comment on preparation)</i>
1.1.1 Made relevant and extended contributions to discussions and allowed for others' input.	✓	Please insert comment regarding contributions made and insert at least two quotes from candidate.
1.1.3 Made different kinds of contributions		
1.1.1 Responded to others' input	✓	Insert quote from candidate.
1.1.4 Presented information/points of view clearly and in appropriate language	✓	Please insert comment regarding how information was presented.

Tick any that may apply:

Maintained eye contact		Listened to other contributions	
Used appropriate body language		Asked questions	
Used appropriate gestures		Answered questions	
Appropriate facial expressions		Asked for clarification/ questions to be repeated	

Please indicate as applicable:

Candidate has achieved:	
Candidate has not achieved:	

Candidate	Signature	Date
Assessor name	Signature	Date
Internal Quality Assurer (if sampled)	Signature	Date