

# 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:
<b>1.1.2</b> Prepared for discussion on unfamiliar topic. Prepared for and contributed to formal discussion of ideas and opinions		Notes attached <input type="checkbox"/>
<b>1.1.1,</b> Made relevant and extended contributions to discussions and allowed for others' input		
<b>1.1.3</b> Made different kinds of contributions		
<b>1.1.1</b> Responded to others' input		
<b>1.1.4</b> Presented information/points of view clearly and in appropriate language		

#### 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:
<b>1.1.2</b> Prepared for discussion on familiar topic. Prepared for and contributed to informal discussion of ideas and opinions		Notes attached <input type="checkbox"/>
<b>1.1.1</b> Made relevant and extended contributions to discussions and allowed for others' input.		
<b>1.1.3</b> Made different kinds of contributions		
<b>1.1.1</b> Responded to others' input		
<b>1.1.4</b> Presented information/points of view clearly and in appropriate language		

#### 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