**Functional Skills English**

**Assessment Record Sheet – Level 1**

**Speaking, Listening and Communicating**

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| **Centre name: Hampshire County Council** | **Learner name:** |
| **Centre number:** **09756** | **Pearson registration number:** |

**All Subject content statements for each task must be achieved in order for a candidate to pass.**

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| **Use the space below to give details of the Task 1: Talk and Question and Answer Session** |
| **Talk topic:**  | **Date:** |
| **Group size:** | **Duration:** |
| **Subject content statements** | **Tick if achieved**  | **Assessor comments** |
| **L1.1** Identify relevant information and lines of argument in explanations or presentations  |  |  |
| **L1.2** Make requests and ask relevant questions to obtain specific information in different contexts  |  |
| **L1.3** Respond effectively to detailed questions  |  |
| **L1.4** Communicate information, ideas and opinions clearly and accurately on a range of topics  |  |
| **L1.7** Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium  |  |

Learners need to be meeting each specified criterion on most occasions within each task.

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| **Use the space below to give details of Task 2: Discussion** |
| **Discussion topic:**  | **Date:** |
| **Group size:** | **Duration:** |
| **Subject content statements** | **Tick if achieved**  | **Assessor comments** |
| **L1.4** Communicate information, ideas and opinions clearly and accurately on a range of topics |  |  |
| **L1.5** Express opinions and arguments and support them with evidence |  |
| **L1.6** Follow and understand discussions and make contributions relevant to the situation and the subject |  |
| **L1.7** Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium |  |
| **L1.8** Respect the turn-taking rights of others during discussions, using appropriate language for interjection |  |
| **Details of any access arrangements used** |
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Learners need to be meeting each specified criterion on most occasions within each task.

To pass the Speaking, Listening and Communicating component for Level 1, learners must generally demonstrate the requirements for the level:

* consistently, effectively, and to an appropriate degree for Level 1.

Any weaknesses in performance must be balanced by strengths elsewhere, so overall performance across the range of requirements for the level is secure.

Tick the box if the learner has achieved the Speaking, Listening and Communicating
requirements for Level 1.

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| **Assessor declaration** |
| I confirm that this learner has been assessed according to the instructions provided. |
| **Assessor name** | **Signature** | **Date** |
| **Sampling information (to complete if work is sampled)** |
| **Internal Verifier name** | **Signature** | **Date** |
| **Pearson Standards Verifier name** | **Signature** | **Date** |