**Functional Skills English**

**Assessment Record Sheet – Level 2**

**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 Task 1: Presentation and Question and Answer Session** |
| **Presentation topic:**  | **Date:** |
| **Group size:** | **Duration:** |
| **Subject content statements** | **Tick if achieved**  | **Assessor comments** |
| **L2.1** Identify relevant information from extended explanations or presentations |  |  |
| **L2.2** Follow narratives and lines of argument |  |
| **L2.3** Respond effectively to detailed or extended questions and feedback |  |
| **L2.4** Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts |  |
| **L2.5** Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required |  |
| **L2.7** Use language that is effective, accurate and appropriate to context and situation |  |

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** |
| **L2.5** Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required |  |  |
| **L2.6** Express opinions and arguments and support them with relevant and persuasive evidence |  |
| **L2.7** Use language that is effective, accurate and appropriate to context and situation |  |
| **L2.8** Make relevant and constructive contributions to move discussion forward |  |
| **L2.9** Adapt contributions to discussions to suit audience, purpose and medium |  |
| **L2.10** Interject and redirect discussion using appropriate language and register |  |
| **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 2, learners must generally demonstrate the requirements for the level:

* consistently, effectively, and to an appropriate degree for Level 2.

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 2.

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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** |