

EDEXCEL FUNCTIONAL SKILLS PILOT

English Level 2

Test your skills

Section C

Being a skilful speaker
and listener

Test your skills

Use the test below to see how well you have mastered the skills in Section C.

To complete this test you will need to be able to:

- plan, prepare and take an active part in a discussion in a variety of roles, making relevant contributions that are clear and persuasive. You should be able to demonstrate that you can listen to and respond appropriately to points made by other speakers, helping the discussion move forward so that a group decision is reached.
- use your skills of clear and logical presentation of information and ideas, sometimes about complex subjects, in a way that will persuade other people to share your views.

The assessment of Speaking and Listening consists of two activities, a discussion and a presentation.

1 Discussion

You should work in a small group of between 3 and 6 for this activity.

a As a group, discuss what improvements could be made to one of the following aspects of your school, college or workplace:

- catering arrangements
- leisure facilities and/or activities
- security

Decide on **two** realistic recommendations which you could put forward to your school council, student union or tutor/supervisor.

OR

b Your group is working on a joint project connected with your school or college studies, training course or job. The outcome of the project might be, for example:

- an exhibition of work
- a presentation of research findings
- a performance or demonstration
- a business proposition

Take part in a discussion to agree how you are going to tackle the project and what your roles and responsibilities within the group will be.

Test Tips

Allow at least 5 minutes per person for this discussion. (E.g. about 20 minutes for a group of 4.)

Prepare for the discussion by researching information you think you might need so that you can speak with confidence and authority. Spend some time thinking through your own feelings and ideas before you discuss them with others. Make some notes you can refer to if necessary as a reminder but don't rely too much on them during the discussion or the ideas will not seem like your own.

A discussion is a **sharing** of ideas – remember to **listen** carefully and try to **understand** other people's ideas as well as giving your own. You can **encourage** others to contribute by asking questions or **supporting** their views either verbally or non-verbally.

Don't let the discussion get stuck by going over and over the same point. Keep in mind what you are trying to achieve and try to keep moving towards that goal.

2 Presentation

You have applied for a position in a company or organisation you have not previously been involved with. (You can decide yourself, or with the help of your tutor, what position would be suitable for you to choose for this purpose.)

As part of the interview process, you have been asked to give a 10-minute presentation in which you must persuade your audience that you have the right qualities for the position.

In preparing your presentation, consider your:

- formal qualifications (exam results, certificates, etc)
- previous experience
- skills and abilities
- personality and interests

Test Tips

Find out in advance what facilities will be available for you to use, e.g. multimedia or overhead projection, whiteboard or flip chart, etc. Only use them if you feel confident that you can use them effectively.

When you are planning what to include, keep in mind what you have been asked to do and keep checking that your presentation will be relevant to this.

Rehearse your presentation beforehand – aloud and if possible to someone who can give you helpful feedback. Check that you know what you want to say and can express it clearly and confidently. You should aim for a good pace to sustain your audience's interest but don't rush!

Whatever the size of your audience, think of them as a group of individual people and make sure they all feel included. Make eye contact, and ensure they can all see and hear you clearly.