

EDEXCEL FUNCTIONAL SKILLS PILOT

# English Level 1

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 a full part in formal and informal discussions. You should be able to make various relevant contributions and respond appropriately to others. You should be able to present information and points of view clearly and in language appropriate to the situation.

The assessment of Speaking and Listening consists of two discussion activities, one informal and one formal.

## 1 Informal discussion

- a** In pairs or small groups, discuss one of the following topics:
- The country I would most like to visit
  - A law I would like to change
  - The person I would most like to meet
  - How I learned to swim/play an instrument/use a computer/ride a bike/speak a foreign language/etc.

**OR**

- b** As part of your school or college studies, training course or job you have a conversation with a customer or client, e.g. to take their details, discuss their needs, take an order, give them information or answer their questions.

## Test Tips

Allow enough time (at least 2–3 minutes per person) for each person being assessed to make a full contribution.

Take care that others understand you by speaking clearly and explaining your comments in detail.

Remember to listen to what other people are saying and try to understand their point of view.

2 Formal discussion

Group sizes of between 3 and 6 will probably work best for these activities.

- a This report appeared in The Daily Mail.

Children who have televisions in their bedrooms do less well at school, scientists have found. A study of eight and nine-year-olds found that those with bedside sets did worse in maths, reading and language tests than those without their own TV. And children aged five to 15 who spent the most time watching television were least likely to leave school with qualifications.

JULIE WHELDON, 5th July 2005

One reader wrote in response:

It's not necessarily the TV that's the problem, as any parent that thinks it's a good idea to put a TV in a child's room is obviously not a sensible parent. How many other bad things are they doing as well? The TV just reflects the parents' whole attitude – keep the child quiet at all costs.

Dave Prior, Chelmsford, UK

In your group, discuss your own views on how much TV young people should watch.

OR

- b There is to be a meeting of Learners' Representatives in your school, college or training organisation, to raise concerns and make suggestions to be put to the Head or Principal. The agenda for the meeting is shown here. The meeting may be chaired by your tutor or a member of the group. Each member of the group will introduce one agenda item for discussion by the whole group.

**Anytown Academy – Learners' Council**

**Agenda**

Group members: Person A, Person B, etc.

Item no	Item	Introduced by:
1	Introduction to the meeting	Chair
2		Person A
3		Person B
4		Person C
5		Person D
6	Meeting close	Chair

**Note:** Agenda items should be decided in advance. Your tutor will help you to choose suitable items, which are relevant to your own group. These may include educational issues such as option choices, homework schedules or library facilities, etc; social and leisure issues such as school trips or sports facilities; or suggested improvements to the appearance of the school or college environment.

**Test Tips**

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.