**ESW COMMUNICATIONS LEVEL 1- IV CHECKLIST**

**Learner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**C1.1.3 Take Part in formal discussions with two or more other people.**

* Evidence must include candidate’s preparatory notes for **BOTH** discussions.
* This will include the candidates written notes on the subject matter **AND** the proposed structure/sequence of the group discussion.
* Evidence that assessment record- Speaking & Listening Discussion (1) and (2) have been completed fully by the Assessor giving examples illustrating HOW the candidate met each of those criteria.
* Evidence of candidate discussion summary explaining how they took part and contributed to the group discussion.

**C1.2.1 Read, understand and obtain Information from at least TWO different types of documents**

* Evidence that documents are of different types AND have different purposes. At least 1 document must contain an image. One document must be at least 250 words long.
* Evidence that the candidate has worked independently to select material from the documents. The candidate MUST NOT be given detailed page references.
* Evidence that the candidate has read, then produced notes which highlight the main points of the document, clearly identify the purpose of the documents (e.g. to inform, to persuade, to instruct) and understood relevant specialist words. **(These notes will form part of 1.3.1 below).**

**C1.3.1 Write TWO short documents of DIFFERENT types to communicate information.**

Evidence for each document must include:-

* Notes of planning the written document and at least one draft copy.
* Work has been organised into paragraphs that show a logical sequence.
* Evidence that the candidate can construct compound sentences using basic grammar.
* Evidence that the candidate has used punctuation correctly including apostrophes.
* Specialist words related to the topic and context are spelt correctly.
* Evidence that the candidate has checked their own work and where necessary made any amendments to the final copy.
* One document MUST be at least 250 words long.
* **The Candidate logbook has been fully completed. (Including the C&G enrolment number) and the signatures of the Candidate, Assessor and IV are documented throughout.**