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

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

**C2.1.3 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.

**C2.1.3 Give a Talk/Presentation of at least four minutes.**

* Evidence must include candidate’s preparatory notes AND a plan for the talk/presentation showing structure/order.
* Evidence of at least one image/aid used in talk /presentation.
* Evidence that assessment record- Speaking & Listening talk/presentation has been completed fully by the Assessor giving examples illustrating HOW the candidate met each of those criteria.

**C2.2.1 Read, understand and obtain Information from at least TWO different types of documents about the SAME subject.**

* Evidence that documents are of different types. EACH document must be at least 500 words long.
* At least 1 document must contain an image and at least one must contain **REASONING.**
* 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 and understood specialist vocabulary by producing summary notes which highlight the main points, ideas and lines of argument and reasoning from text and images.

It should also identify the purpose of the documents (e.g. to inform, to persuade) and can select and use different types of continuous documents to obtain relevant information. **(These notes will form part of 2.3.1 below).**

**C2.3.1 Write TWO documents of DIFFERENT types, each one giving different information to different audiences in appropriate formats.**

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 has used different styles of writing(including formal/informal language) to suit different purposes.
* Evidence that the candidate can construct complex sentences and use tenses consistently.
* Evidence that the candidate has used punctuation correctly such as commas and inverted commas, apostrophes, capital letters etc.
* Specialist words related to the topic and context are spelt correctly.
* Evidence that the candidate has checked their own work with regards to spelling, punctuation and grammar and where necessary made any amendments to the final copy.
* One document MUST be at least 500 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.**