

## Essential Skills Wales

### Communication: progression: skills

**Important notes:**

1. Each level of the skill incorporates and builds on the previous levels.
2. This document must be read in association with the documents 'Amplification of evidence requirements' and 'Communication Mandatory Definitions' which provide mandatory detail about each component and are a constituent part of the standards.

**In order to show that you are competent, you need to know how to:**

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
<b>Speaking and listening</b>	<ul style="list-style-type: none"> <li>• use key words to extract specific information</li> <li>• follow single-step instructions in a familiar context, asking for instructions to be repeated if necessary</li> <li>• respond to requests for personal</li> </ul>	<ul style="list-style-type: none"> <li>• extract detail from short explanations, instructions and narratives</li> <li>• identify the main points of short presentations</li> <li>• identify simply expressed feelings and</li> </ul>	<ul style="list-style-type: none"> <li>• extract detail from explanations, instructions and narratives</li> <li>• identify relevant information and new information from discussions, explanations and short presentations</li> <li>• respond appropriately to what others say</li> </ul>	<ul style="list-style-type: none"> <li>• identify relevant detail and information in explanations, instructions and discussions in a range of contexts</li> <li>• pay close attention and respond</li> </ul>	<ul style="list-style-type: none"> <li>• identify relevant detail and information in explanations, instructions, discussions and presentations on a range of topics and in a range of contexts</li> <li>• respond constructively to criticism</li> </ul>	<ul style="list-style-type: none"> <li>• identify relevant detail and information in complex explanations, instructions, discussions and presentations</li> <li>• understand and follow detailed explanations and instructions on a range of topics in familiar and less familiar contexts</li> <li>• respond constructively to criticism</li> </ul>

ESW Comm progression grid skills

	<b>Entry level 1</b>	<b>Entry level 2</b>	<b>Entry level 3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
	information	opinions	<ul style="list-style-type: none"> <li>• use strategies to clarify and confirm understanding</li> </ul>	constructively to what others say <ul style="list-style-type: none"> <li>• use strategies to show you are listening and to clarify and confirm understanding</li> </ul>	<ul style="list-style-type: none"> <li>• use strategies to show you are listening and to clarify and confirm understanding</li> <li>• identify the speaker's intentions</li> </ul>	<ul style="list-style-type: none"> <li>• use strategies to show you are listening and to clarify and confirm understanding</li> <li>• identify the speaker's intentions</li> </ul>
	<ul style="list-style-type: none"> <li>• speak clearly to be heard and understood</li> </ul>	<ul style="list-style-type: none"> <li>• speak clearly to be heard and understood</li> </ul>	<ul style="list-style-type: none"> <li>• speak clearly to be heard and understood using appropriate clarity, speed and phrasing</li> </ul>	<ul style="list-style-type: none"> <li>• judge when to speak and how much to say</li> <li>• clearly express statements of fact, questions, explanations, instructions, accounts and descriptions of familiar topics</li> <li>• use strategies to support what you are saying</li> <li>• present information and</li> </ul>	<ul style="list-style-type: none"> <li>• use varied vocabulary and expressions to suit your purpose</li> <li>• provide further detail and development to clarify or confirm understanding</li> <li>• use appropriate strategies including language and non-verbal communication</li> </ul>	<ul style="list-style-type: none"> <li>• use appropriate varied and specialist vocabulary and expressions to suit your subjects, purposes and situations</li> </ul>

ESW Comm progression grid skills

	<b>Entry level 1</b>	<b>Entry level 2</b>	<b>Entry level 3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
	<ul style="list-style-type: none"> <li>• make requests using appropriate terms</li> <li>• ask questions to obtain specific information</li> <li>• make statements of fact clearly</li> <li>• convey your feelings and opinions when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• make requests and ask questions to obtain information in everyday contexts</li> <li>• ask questions to clarify understanding</li> <li>• respond to straightforward questions</li> <li>• express clearly statements of fact and short accounts and descriptions</li> <li>• convey your feelings and opinions when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• make requests and ask questions to obtain information in familiar and unfamiliar contexts</li> <li>• respond to a range of questions about familiar topics</li> <li>• express clearly statements of fact and give short explanations, accounts and descriptions</li> <li>• clearly convey your feelings and opinions when appropriate</li> </ul>	<p>ideas in a logical sequence</p> <ul style="list-style-type: none"> <li>• respond to questions about a range of familiar topics</li> <li>• clearly convey your feelings and opinions when appropriate</li> </ul>	<p>to support what you are saying</p> <ul style="list-style-type: none"> <li>• confirm that listener/s understand your meaning</li> </ul>	<ul style="list-style-type: none"> <li>• confirm that listener/s understand your meaning</li> </ul>

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	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
	<ul style="list-style-type: none"> <li>use language appropriate to your listener/s</li> </ul>	<ul style="list-style-type: none"> <li>use language appropriate to your listener/s</li> </ul>	<ul style="list-style-type: none"> <li>use language and register appropriate to your listener/s</li> </ul>	<ul style="list-style-type: none"> <li>use language appropriate to your listener/s and the context</li> </ul>	<ul style="list-style-type: none"> <li>use language and non-verbal communication appropriate to your listener/s and the situation</li> </ul>	<ul style="list-style-type: none"> <li>adapt your language and what you say to suit different subjects, purposes and situations</li> <li>give constructive feedback</li> </ul>
	<ul style="list-style-type: none"> <li>take part in a one-to-one discussion to confirm a shared understanding about familiar topics.</li> </ul>	<ul style="list-style-type: none"> <li>take part in a discussion with two or more people to establish a shared understanding about familiar topics</li> <li>follow the gist of discussions</li> </ul>	<ul style="list-style-type: none"> <li>take part in a discussion with two or more people to reach a shared understanding about familiar topics</li> <li>follow and understand the</li> </ul>	<ul style="list-style-type: none"> <li>prepare for discussions so that you can say things and provide information that is relevant to the subject and purpose of the discussion</li> <li>take part in a purposeful group discussion to reach a shared understanding</li> </ul>	<ul style="list-style-type: none"> <li>prepare for discussions so that you can say things and provide information that is relevant to the subject and purpose of the discussion</li> <li>take part in a purposeful group discussion to reach a shared understanding</li> </ul>	<ul style="list-style-type: none"> <li>prepare for discussions so that you can say things and provide information that is relevant to the subject and purpose of the discussion</li> <li>take part in a purposeful group discussion on a complex subject to work towards agreement</li> </ul>

ESW Comm progression grid skills

	<b>Entry level 1</b>	<b>Entry level 2</b>	<b>Entry level 3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
		involving two or more other people  <ul style="list-style-type: none"> <li>• make appropriate contributions to discussions.</li> </ul>	main points of discussions on different topics with two or more other people  <ul style="list-style-type: none"> <li>• make relevant contributions to discussions</li> <li>• respect the turn-taking rights of others during discussions.</li> </ul>	<ul style="list-style-type: none"> <li>• make clear and relevant contributions to discussions</li> <li>• respect the turn-taking rights of others during discussions</li> <li>• use appropriate phrases or gestures in order to join in the discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• make clear and relevant contributions in a way that suits your purpose and situation</li> <li>• help to move the discussion forward</li> <li>• use appropriate phrases or gestures in order to join in the discussion or change the topic</li> <li>• support your opinions and arguments with evidence</li> </ul>	<ul style="list-style-type: none"> <li>• make clear and relevant contributions in a way that suits your purpose and situation</li> <li>• develop points and ideas, with a sensitive awareness of others' feelings, beliefs and opinions</li> <li>• encourage others to contribute</li> </ul>
					<ul style="list-style-type: none"> <li>• prepare your talk/presentation</li> </ul>	<ul style="list-style-type: none"> <li>• prepare your talk/presentation to suit your purpose</li> </ul>

ESW Comm progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
					<ul style="list-style-type: none"> <li>summarise information from your reading and from other sources to suit your purpose</li> <li>bring together information from your reading and from other sources to present your own interpretation to suit your purpose</li> <li>speak clearly in a way that suits your subject, purpose and situation</li> <li>speak clearly and use language and a style of presentation to suit your purpose, the complexity of the subject, the formality of the situation, and the needs of the audience</li> <li>keep to the subject and structure your talk/presentation in a logical sequence to help your audience follow a line of thought or series of events</li> <li>structure what you say to progress logically through each stage of your presentation</li> </ul>	

ESW Comm progression grid skills

	<b>Entry level 1</b>	<b>Entry level 2</b>	<b>Entry level 3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
					<ul style="list-style-type: none"> <li>• use a variety of ways to support the main points of your talk/presentation including using images or other material.</li> </ul>	<ul style="list-style-type: none"> <li>• use a variety of techniques to engage the audience, including using images and other material to support or enhance what you are saying.</li> </ul>

ESW Comm progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
<b>Reading</b>	<ul style="list-style-type: none"> <li>recognise the letters of the alphabet in both upper and lower case</li> <li>decode simple, regular words</li> <li>recognise and understand simple words, signs and symbols</li> <li>read short documents and simple images with repeated language</li> </ul>	<ul style="list-style-type: none"> <li>use initial letters to find and sequence words in alphabetical order</li> <li>use phonic and graphic knowledge to decode words</li> <li>read and understand relevant signs, symbols and frequently used words</li> <li>read and understand words related to personal information, including first name, surname, address, postcode, age, date of birth</li> <li>trace and understand the main events of short chronological</li> </ul>	<ul style="list-style-type: none"> <li>use first and second place letters to find and sequence words in alphabetical order</li> <li>read and understand a range of commonly used relevant words and phrases</li> <li>trace and understand the main events of straightforward documents of more than one</li> </ul>	<ul style="list-style-type: none"> <li>read and understand relevant specialist key words and phrases</li> <li>identify the main points and ideas in documents and images</li> </ul>	<ul style="list-style-type: none"> <li>read and understand specialist vocabulary</li> <li>identify the main points, ideas and lines of argument and reasoning from text and images, including by</li> </ul>	<ul style="list-style-type: none"> <li>read and understand specialist and complex vocabulary</li> <li>identify the main points, ideas and lines of argument and reasoning from text and images, including by</li> </ul>

ESW Comm progression grid skills

	<b>Entry level 1</b>	<b>Entry level 2</b>	<b>Entry level 3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
	<p>patterns on familiar topics</p> <ul style="list-style-type: none"> <li>• follow a short written narrative on a familiar topic or experience</li> <li>• recognise the different purposes of documents</li> <li>• find the meaning of words that you do not understand</li> </ul>	<p>and instructional documents and simple images on familiar topics</p> <ul style="list-style-type: none"> <li>• recognise the different purposes of documents</li> <li>• locate information using captions and illustrations</li> <li>• find the meaning of words you do not understand, using a simple dictionary</li> <li>• read and understand linking words and adverbials in instructions and directions</li> </ul>	<p>paragraph and simple images on familiar and everyday topics</p> <ul style="list-style-type: none"> <li>• recognise the different purposes of documents</li> <li>• locate and understand information using organisational features</li> <li>• find the meaning of words you do not understand, using a dictionary</li> <li>• recognise, read and understand the typical language of instructional documents</li> </ul>	<ul style="list-style-type: none"> <li>• recognise the purpose of a variety of documents</li> <li>• locate and understand information using organisational features</li> <li>• find the meaning of words and phrases you do not understand, using reference materials</li> </ul>	<p>inference</p> <ul style="list-style-type: none"> <li>• recognise the writer's purpose and intentions, including where they are implicit</li> <li>• locate and understand information using organisational features</li> <li>• find the meaning of unfamiliar words and phrases, using reference materials</li> </ul>	<p>inference</p> <ul style="list-style-type: none"> <li>• recognise the writer's purpose and intentions and infer meaning which is not explicit</li> <li>• locate and understand information using organisational features</li> <li>• find the meaning of unfamiliar words and phrases, using reference materials</li> </ul>

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	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
	<ul style="list-style-type: none"> <li>ask others when</li> </ul>	<ul style="list-style-type: none"> <li>ask others when</li> </ul>	<ul style="list-style-type: none"> <li>identify the main points and ideas in documents</li> <li>skim read title, headings and illustrations to decide if material is of interest</li> <li>scan documents to locate information</li> <li>obtain specific information through detailed reading</li> <li>obtain meaning from an image</li> </ul> <ul style="list-style-type: none"> <li>ask others when</li> </ul>	<ul style="list-style-type: none"> <li>obtain information from documents and images, including inferring meaning that is not explicit in the text</li> </ul> <ul style="list-style-type: none"> <li>ask others when</li> </ul>	<ul style="list-style-type: none"> <li>select and use different types of continuous documents to obtain relevant information</li> </ul> <ul style="list-style-type: none"> <li>ask others when</li> </ul>	<ul style="list-style-type: none"> <li>compare accounts and recognise opinion and possible bias</li> <li>select and explore a range of different complex documents to obtain relevant information</li> <li>explore and understand complex information and lines of reasoning in documents</li> </ul> <ul style="list-style-type: none"> <li>ask others when</li> </ul>

ESW Comm progression grid skills

	<b>Entry level 1</b>	<b>Entry level 2</b>	<b>Entry level 3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
	you are unclear about what you have read.	you are unclear about what you have read.	you are unclear about what you have read.	you are unclear about what you have read.	you are unclear about what you have read.	you are unclear about what you have read.

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	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
<b>Writing</b>	<ul style="list-style-type: none"> <li>• write the letters of the alphabet using upper and lower case</li> <li>• use written words and phrases to record or present information</li> <li>• use appropriate language</li> <li>• construct simple sentences</li> </ul>	<ul style="list-style-type: none"> <li>• use written words and phrases to record or present information</li> <li>• use appropriate language</li> <li>• construct simple sentences</li> <li>• use adjectives appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• plan and draft writing</li> <li>• present simple information</li> <li>• use appropriate language</li> <li>• construct sentences, using common conjunctions</li> <li>• organise writing in short paragraphs</li> </ul>	<ul style="list-style-type: none"> <li>• plan and draft writing</li> <li>• present relevant information in formats that suit your purpose and audience</li> <li>• construct compound sentences, using appropriate conjunctions</li> <li>• organise writing in paragraphs that</li> </ul>	<ul style="list-style-type: none"> <li>• summarise information from your reading and from other sources to suit your purpose</li> <li>• plan and draft writing</li> <li>• present relevant information in formats that suit your purpose and audience</li> <li>• construct complex sentences using a range of appropriate conjunctions</li> <li>• organise writing in paragraphs that help to</li> </ul>	<ul style="list-style-type: none"> <li>• bring together information from your reading and from other sources to present your own interpretation to suit your purpose</li> <li>• plan and draft writing</li> <li>• select and use formats and styles of writing that are appropriate to your purpose, audience, and the complexity of the subject matter</li> <li>• organise material coherently to</li> </ul>

ESW Comm progression grid skills

	<b>Entry level 1</b>	<b>Entry level 2</b>	<b>Entry level 3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
	<ul style="list-style-type: none"> <li>punctuate a simple sentence with a capital letter and a full stop</li> <li>use a capital letter for personal pronoun 'I'</li> <li>spell correctly some personal key words and familiar words</li> </ul>	<ul style="list-style-type: none"> <li>use punctuation correctly, including capital letters, full stops and question marks</li> <li>spell correctly the majority of personal details and familiar common words</li> </ul>	<p>where appropriate</p> <ul style="list-style-type: none"> <li>use correct basic grammar, including appropriate verb- tense, subject-verb agreement</li> <li>use punctuation correctly, including capital letters, full stops, question marks, exclamation marks</li> <li>spell correctly words you use most often</li> </ul>	<p>demonstrate a logical sequence</p> <ul style="list-style-type: none"> <li>use correct basic grammar</li> <li>use punctuation correctly, including apostrophes</li> <li>spell correctly, including specialist words</li> <li>judge the relevance of information and the amount of detail to include for your purpose</li> </ul>	<p>make meaning clear</p> <ul style="list-style-type: none"> <li>use correct grammar</li> <li>use punctuation correctly, including commas and inverted commas</li> <li>spell correctly, including specialist words</li> <li>structure your writing to help readers follow and understand your main points</li> </ul>	<p>suit the length, complexity and purpose of your document</p> <ul style="list-style-type: none"> <li>use correct grammar</li> <li>use punctuation correctly</li> <li>spell words correctly</li> <li>select and use an appropriate style and tone to suit your audience, the degree of formality required and the nature of the</li> </ul>

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	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
	<ul style="list-style-type: none"> <li>produce legible text</li> <li>make your meaning clear</li> <li>check and where necessary revise your document.</li> </ul>	<ul style="list-style-type: none"> <li>produce legible text</li> <li>make your meaning clear</li> <li>check and where necessary revise your document.</li> </ul>	<ul style="list-style-type: none"> <li>produce legible text</li> <li>make your meaning clear</li> <li>check and where necessary revise your documents.</li> </ul>	<ul style="list-style-type: none"> <li>use language suitable to purpose and audience</li> <li>use relevant images to help the reader understand your main points</li> <li>produce legible text</li> <li>make your meaning clear</li> <li>check and where necessary revise your documents.</li> </ul>	<ul style="list-style-type: none"> <li>present information and ideas in a logical or persuasive sequence</li> <li>use different styles of writing, including using formal and informal language, to suit different purposes</li> <li>produce legible text</li> <li>make your meaning clear</li> <li>check and where necessary revise your documents.</li> </ul>	<p>subject</p> <ul style="list-style-type: none"> <li>present information and ideas in a logical or persuasive sequence</li> <li>produce legible text</li> <li>make your meaning clear</li> <li>check and where necessary revise your documents.</li> </ul>