

Essential Skills Wales

COMMUNICATION

Important note:

1. 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.

Entry level 1

This is about demonstrating your skills in:

- speaking and listening
- reading
- writing

in familiar and accessible contexts connected with education, training, work and social roles.

CE1.1 Speaking and listening

You must provide evidence that you can:

CE1.1.1

Understand and respond to spoken language in a face-to-face situation.

CE1.1.2

Speak to communicate

- basic information
- feelings
- opinions
- questions

on familiar topics, using appropriate language.

CE1.1.3

Take part in discussion with another person in a familiar situation about familiar topics.

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

- use key words to extract specific information
- follow single-step instructions in a familiar context, asking for instructions to be repeated if necessary
- respond to requests for personal information

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- speak clearly to be heard and understood
 - make requests using appropriate terms
 - ask questions to obtain specific information
 - make statements of fact clearly
 - convey your feelings and opinions when appropriate
 - use language appropriate to your listener/s

- take part in a one-to-one discussion to confirm a shared understanding about familiar topics.

CE1.2 Reading

You must provide evidence that you can:

CE1.2.1

Read, understand and obtain information on familiar everyday topics from short documents.

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

- recognise the letters of the alphabet in both upper and lower case
- decode simple, regular words
- recognise and understand simple words, signs and symbols
- read short documents and simple images with repeated language patterns on familiar topics
- follow a short written narrative on a familiar topic or experience
- recognise the different purposes of documents
- find the meaning of words that you do not understand
- ask others when you are unclear about what you have read.

CE1.3 Writing

You must provide evidence that you can:

CE1.3.1

Write a short document to communicate information to a familiar given audience in a given format and using appropriate language.

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

- write the letters of the alphabet using upper and lower case
- use written words and phrases to record or present information
- use appropriate language
- construct simple sentences
- punctuate a simple sentence with a capital letter and a full stop
- use a capital letter for personal pronoun 'I'
- spell correctly some personal key words and familiar words
- produce legible text
- make your meaning clear
- check and where necessary revise your document.

Access statement

Candidates with particular disabilities may be unable to show that they are competent by providing all their evidence in the form specified in these standards.

For such candidates, reasonable adjustments to the evidence requirements may be allowed in appropriate circumstances. In some cases, exemptions may be

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permissible. Further detail on reasonable adjustments and exemptions for candidates with particular disabilities can be found in a separate amplification document.