

## Essential Skills Wales

### **COMMUNICATION**

#### **Important notes:**

1. Each level of the skill incorporates and builds on the previous level.
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.

### **Entry level 2**

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.

#### **CE2.1 Speaking and listening**

**You must provide evidence that you can:**

##### **CE2.1.1**

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

##### **CE2.1.2**

Speak to communicate

- information
- feelings
- opinions
- questions

on familiar topics, using appropriate language.

##### **CE2.1.3**

Take part in discussion with two or more other people in a familiar situation.

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

- extract detail from short explanations, instructions and narratives
- identify the main points of short presentations
- identify simply expressed feelings and opinions

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- speak clearly to be heard and understood
  - make requests and ask questions to obtain information in everyday contexts
  - ask questions to clarify understanding
  - respond to straightforward questions
  - express clearly statements of fact and short accounts and descriptions
  - convey your feelings and opinions when appropriate
  - use language appropriate to your listener/s
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## ESW Comm Entry level 2

- take part in a discussion with two or more people to establish a shared understanding about familiar topics
- follow the gist of discussions involving two or more other people
- make appropriate contributions to discussions.

### **CE2.2 Reading**

**You must provide evidence that you can:**

#### **CE2.2.1**

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

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

- use initial letters to find and sequence words in alphabetical order
- use phonic and graphic knowledge to decode words
- read and understand relevant signs, symbols and frequently used words
- read and understand words related to personal information, including first name, surname, address, postcode, age, date of birth
- trace and understand the main events of short chronological and instructional documents and simple images on familiar topics
- recognise the different purposes of documents
- locate information using captions and illustrations
- find the meaning of words you do not understand, using a simple dictionary
- read and understand linking words and adverbials in instructions and directions
- ask others when you are unclear about what you have read.

### **CE2.3 Writing**

**You must provide evidence that you can:**

#### **CE2.3.1**

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

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

- use written words and phrases to record or present information
- use appropriate language
- construct simple sentences
- use adjectives appropriately
- use punctuation correctly, including capital letters, full stops and question marks
- spell correctly the majority of personal details and familiar common 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

## ESW Comm Entry level 2

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