

Essential Skills Wales

COMMUNICATION

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

Entry level 3

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.

CE3.1 Speaking and listening

You must provide evidence that you can:

CE3.1.1

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

CE3.1.2

Speak to communicate

- information
- feelings
- opinions
- questions

on familiar topics, using appropriate language.

CE3.1.3

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 explanations, instructions and narratives
- identify relevant information and new information from discussions, explanations and short presentations
- respond appropriately to what others say
- use strategies to clarify and confirm understanding

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- speak clearly to be heard and understood using appropriate clarity, speed and phrasing
 - make requests and ask questions to obtain information in familiar and unfamiliar contexts
 - respond to a range of questions about familiar topics

- express clearly statements of fact and give short explanations, accounts and descriptions
 - clearly convey your feelings and opinions when appropriate
 - use language and register appropriate to your listener/s
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- take part in a discussion with two or more people to reach a shared understanding about familiar topics
- follow and understand the main points of discussions on different topics with two or more other people
- make relevant contributions to discussions
- respect the turn-taking rights of others during discussions.

CE3.2 Reading

You must provide evidence that you can:

CE3.2.1

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

At least one document must contain an image.

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

- use first and second place letters to find and sequence words in alphabetical order
- read and understand a range of commonly used relevant words and phrases
- trace and understand the main events of straightforward documents of more than one paragraph and simple images on familiar and everyday topics
- recognise the different purposes of documents
- locate and understand information using organisational features
- find the meaning of words you do not understand, using a dictionary
- recognise, read and understand the typical language of instructional documents
- identify the main points and ideas in documents
- skim read title, headings and illustrations to decide if material is of interest
- scan documents to locate information
- obtain specific information through detailed reading
- obtain meaning from an image
- ask others when you are unclear about what you have read.

CE3.3 Writing

You must provide evidence that you can:

CE3.3.1

Write a short document to communicate relevant information and opinion/s to a given audience in an agreed format and using appropriate language.

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

- plan and draft writing
- present simple information

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- use appropriate language
- construct sentences, using common conjunctions
- organise writing in short paragraphs where appropriate
- use correct basic grammar, including appropriate verb-tense, subject-verb agreement
- use punctuation correctly, including capital letters, full stops, question marks, exclamation marks
- spell correctly words you use most often
- produce legible text
- make your meaning clear
- check and where necessary revise your documents.

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