

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.

Level 1

This is about demonstrating your skills in:

- speaking and listening
- reading
- writing

in familiar contexts, some of which must be formal, connected with education, training, work and social roles.

C1.1 Speaking and listening

You must provide evidence that you can:

C1.1.1

Understand and respond to spoken language in a range of contexts.

C1.1.2

Speak to communicate

- information
- feelings
- opinions
- questions
- instructions

on familiar topics, using appropriate language, and in a range of contexts.

C1.1.3

Take part in formal discussions with two or more other people.

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

- identify relevant detail and information in explanations, instructions and discussions in a range of contexts
- pay close attention and respond constructively to what others say
- use strategies to show you are listening and to clarify and confirm understanding

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- judge when to speak and how much to say
 - clearly express statements of fact, questions, explanations, instructions, accounts and descriptions of familiar topics
 - use strategies to support what you are saying
 - present information and ideas in a logical sequence
 - respond to questions about a range of familiar topics

- clearly convey your feelings and opinions when appropriate
 - use language appropriate to your listener/s and the context
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- prepare for discussions so that you can say things and provide information that is relevant to the subject and purpose of the discussion
- take part in a purposeful group discussion to reach a shared understanding
- make clear and relevant contributions to discussions
- respect the turn-taking rights of others during discussions
- use appropriate phrases or gestures in order to join in the discussion.

C1.2 Reading

You must provide evidence that you can:

C1.2.1

Read, understand and obtain information independently from at least two different types of documents.

At least one document must contain an image.

One document must be at least 250 words long.

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

- read and understand relevant specialist key words and phrases
- identify the main points and ideas in documents and images
- recognise the purpose of a variety of documents
- locate and understand information using organisational features
- find the meaning of words and phrases you do not understand, using reference materials
- obtain information from documents and images, including inferring meaning that is not explicit in the text
- ask others when you are unclear about what you have read.

C1.3 Writing

You must provide evidence that you can:

C1.3.1

Write two short documents of different types to communicate information to a familiar audience in appropriate formats and using language that is appropriate to your purpose and audience.

One document must be at least 250 words long.

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

- plan and draft writing
- present relevant information in formats that suit your purpose and audience
- construct compound sentences, using appropriate conjunctions
- organise writing in paragraphs that demonstrate a logical sequence
- use correct basic grammar

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- use punctuation correctly, including apostrophes
- spell correctly, including specialist words
- judge the relevance of information and the amount of detail to include for your purpose
- use language suitable to purpose and audience
- use relevant images to help the reader understand your main points
- 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.