

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 2

This is about demonstrating your skills in:

- speaking and listening
- reading
- writing

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

C2.1 Speaking and listening

You must provide evidence that you can:

C2.1.1

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

C2.1.2

Speak to communicate

- information
- feelings
- opinions
- questions
- instructions

on familiar and unfamiliar topics, using appropriate language and non-verbal communication, and in a range of contexts.

C2.1.3

- (a) Take part in formal discussions with two or more other people
- (b) Give a talk/presentation of at least four minutes.

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

- identify relevant detail and information in explanations, instructions, discussions and presentations on a range of topics and in a range of contexts
- respond constructively to criticism
- use strategies to show you are listening and to clarify and confirm understanding
- identify the speaker's intentions

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- use varied vocabulary and expressions to suit your purpose

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- provide further detail and development to clarify or confirm understanding
 - use appropriate strategies including language and non-verbal communication to support what you are saying
 - confirm that listener/s understand your meaning
 - use language and non-verbal communication appropriate to your listener/s and the situation
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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 in a way that suits your purpose and situation
 - help to move the discussion forward
 - use appropriate phrases or gestures in order to join in the discussion or change the topic
 - support your opinions and arguments with evidence
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- prepare your talk/presentation
- summarise information from your reading and from other sources to suit your purpose
- speak clearly in a way that suits your subject, purpose and situation
- 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
- use a variety of ways to support the main points of your talk/presentation including using images or other material.

C2.2 Reading

You must provide evidence that you can:

C2.2.1

Read, understand and summarise information from at least two documents about the same subject.

Each document must be at least 500 words long. At least one must contain reasoning and at least one must contain an image.

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

- read and understand specialist vocabulary
- identify the main points, ideas and lines of argument and reasoning from text and images, including by inference
- recognise the writer's purpose and intentions, including where they are implicit
- locate and understand information using organisational features
- find the meaning of unfamiliar words and phrases, using reference materials
- select and use different types of continuous documents to obtain relevant information
- ask others when you are unclear about what you have read.

C2.3 Writing

You must provide evidence that you can:

C2.3.1

Write two documents of different types, each one giving different information to different audiences in appropriate formats and using language that is appropriate to your purpose and audience.

One document must be at least 500 words long.

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

- summarise information from your reading and from other sources to suit your purpose
- plan and draft writing
- present relevant information in formats that suit your purpose and audience
- construct complex sentences using a range of appropriate conjunctions
- organise writing in paragraphs that help to make meaning clear
- use correct grammar
- use punctuation correctly, including commas and inverted commas
- spell correctly, including specialist words
- structure your writing to help readers follow and understand your main points
- present information and ideas in a logical or persuasive sequence
- use different styles of writing, including using formal and informal language, to suit different purposes
- 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.