

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 3

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.

C3.1 Speaking and listening

You must provide evidence that you can:

C3.1.1

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

C3.1.2

Speak to communicate

- information
- feelings
- opinions
- questions
- complex instructions

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

C3.1.3

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

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

- identify relevant detail and information in complex explanations, instructions, discussions and presentations
 - understand and follow detailed explanations and instructions on a range of topics in familiar and less familiar 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 appropriate varied and specialist vocabulary and expressions to suit your subjects, purposes and situations
 - confirm that listener/s understand your meaning
 - adapt your language and what you say to suit different subjects, purposes and situations
 - give constructive feedback
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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 on a complex subject to work towards agreement
 - make clear and relevant contributions in a way that suits your purpose and situation
 - develop points and ideas, with a sensitive awareness of others' feelings, beliefs and opinions
 - encourage others to contribute
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- prepare your talk/ presentation to suit your purpose
- bring together information from your reading and from other sources to present your own interpretation to suit your purpose
- speak clearly and use language and a style of presentation to suit your purpose, the complexity of the subject, the formality of the situation, and the needs of the audience
- structure what you say to progress logically through each stage of your presentation
- use a variety of techniques to engage the audience, including using images and other material to support or enhance what you are saying.

C3.2 Reading

You must provide evidence that you can:

C3.2.1

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

Each document must be at least 1,000 words long. At least one must contain complex information or 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 and complex 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 and infer meaning which is not explicit
- locate and understand information using organisational features
- find the meaning of unfamiliar words and phrases, using reference materials
- compare accounts and recognise opinion and possible bias

- select and explore a range of different complex documents to obtain relevant information
- explore and understand complex information and lines of reasoning in documents
- ask others when you are unclear about what you have read.

C3.3 Writing

You must provide evidence that you can:

C3.3.1

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

One document must be at least 1,000 words long.

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

- bring together information from your reading and from other sources to present your own interpretation to suit your purpose
- plan and draft writing
- select and use formats and styles of writing that are appropriate to your purpose, audience, and the complexity of the subject matter
- organise material coherently to suit the length, complexity and purpose of your document
- use correct grammar
- use punctuation correctly
- spell words correctly
- select and use an appropriate style and tone to suit your audience, the degree of formality required and the nature of the subject
- present information and ideas in a logical or persuasive sequence
- 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.