

Functional Skills English Entry 2 Assessment



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Version 2.0

Speaking, listening and communication Assessment record sheet

Entry 2 Speaking, listening & communication Assessment Record

Activity 1

Candidate's name _____ Reg. No. _____

Date of assessment _____

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

Summary of the discussion including any prompting:		Overall comments and quotes to show how candidate met the criteria:
Confirm that the candidate:		
Identifies the main points of short explanations and instructions	<input type="checkbox"/>	
Communicates information so that meaning is clear	<input type="checkbox"/>	

Entry 2 Speaking, listening & communication Assessment Record

Activity 2 Discussion

Candidate's name _____ Reg. No. _____

Date of assessment _____ Length of discussion _____

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

Summary of the discussion:		
Confirm that the candidate:	Overall comments and quotes to show how candidate met the criteria:	
Makes appropriate contributions that were clearly understood	<input type="checkbox"/>	
Expresses simply his/her own feelings and opinions and understood those expressed by others	<input type="checkbox"/>	
Communicates information so that meaning is clear	<input type="checkbox"/>	
Asks and responds to straightforward questions	<input type="checkbox"/>	
Follows the gist of discussions	<input type="checkbox"/>	

PRINT Speaking, listening & communication Assessor's name:	Signature:	Date:
PRINT IQA's Name: (if sampled)	Signature	Date:
PRINT EQA's Name: (if sampled)	Signature	Date:

Please indicate as applicable:

Candidate has achieved:

Candidate has not achieved:

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