



**PASS
FUNCTIONAL
SKILLS**

How to Pass Your

SLC

Functional Skills English Level **1**



**PASS
FUNCTIONAL
SKILLS**

TURN ME
OVER!

There are **8 skills** you need to **show** the **examiner** when you are in your **SLC exam**.

These are called **SoS points**, which stands for **Scope of Study**.



Let's **decode**

the official **mark scheme**, and **figure out** what these skills **mean** for **you**...



1 Identify relevant information and lines of argument in explanations or presentations

You need to demonstrate your ability to **listen actively**, understand **key points** and **opinions**, and build on **others' ideas** in discussions. This can be shown by making **relevant comments** and **asking questions**.

2 Make requests and ask relevant questions to obtain specific information in a range of contexts

You should **ask a range of specific** and **original questions** to different people in order to find out more about their views and ideas. Make sure questions are **relevant** to the situation and subject!

3 Respond effectively to detailed questions

You need to be able to **respond** to questions asked to you by others. Your answers should be as **detailed** as possible and contain **relevant information**. Avoid responding with **one-word answers**, as this does not progress conversations.

4 Communicate information, ideas and opinions clearly and accurately on a range of topics

Express your ideas and opinions **clearly** and **confidently** across various **topics**, ensuring your arguments are **easy to understand**. **Strengthen** your ideas further by providing **reasons** behind your opinion.

5 Express opinions and arguments and support them with evidence

You need to be able to **clearly explain** your **points** using **evidence** to make your arguments more **convincing**. You can do this using **facts** or **personal experiences**, for example.

6 Follow and understand discussions and make contributions relevant to the situation and subject

Speak clearly, logically, and politely. Make sure your contributions relate to the **topic** and **closely link** to arguments made by **others**.

7 Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium

Use **appropriate language** to suit your audience. Avoid using **slang** and **very informal language**. Instead, be **polite** and **clear** in your approach.


8 Respect the turn-taking rights of others during discussions, using appropriate language for interjection

Be **respectful** and avoid **interrupting** others when they are trying to contribute. Instead, make **well-timed** and **appropriate interjections**, rather than **relying on others** to lead the discussion.


We know there is a lot of information out there about your SLC, and it can all get a bit confusing!

That's why we have made this **handy guide**, so you know what to **avoid**, and what to **do more of** when the day comes...


DO




Think about what you might want to talk about **beforehand**. You will be given the task **in advance**, so use this to help you.




Practise your talking skills if you feel nervous. Talk to a **teacher, tutor, friend** or **family member**, as this will **help** take away some of the **nerves** on the day.



Try to show that you are **actively engaging** in conversations by **looking up** instead of down at the floor. If you struggle with **eye contact**, show this in other ways, such as using **body language!**




Use the **prompts** you are **given**. At **points** in your **assessment**, you may be given **questions** to **think about** for the next part. **Use** these as **starting points** if you feel **stuck**.




Ensure that you contribute meaningfully to conversations taking place. **If** you **cannot** add **new ideas**, try and ask questions to keep it going.


DON'T




Just **repeat questions** or **opinions others** have said. This **won't show** the examiner that you can **communicate effectively**.




Use a **rude tone** or **language** towards the other group members. You may be **passionate**, but you will **not** be **showing good communication skills** if you are **inconsiderate** or **insensitive**.



Just talk about **your idea**. Instead, **show** that you have **listened** to and **understood** what has been **said** by **adapting** your **ideas** to **involve other people's opinions**.



Simply read off notes you have prepared. Remember that the exam **tests** your **speaking** and **not** your **reading ability**.



Dominate the conversation or **talk over other people**. Whilst it is **important** to **say enough** in the exam, **remember** that **others** are **also** being **assessed**. Try to **leave room** for them to **demonstrate** their **skills** too.

Let's go through the overall **exam structure**
for your **Level 1 SLC!**



You will be sent a **specific topic** along with detailed instructions **in advance**, giving you enough time to **prepare effectively**.

Pre-exam

If you are taking your exam **online**, it will most likely be held on video communication platforms like **Zoom** or **Microsoft Teams**, so make sure you are **familiar** with how to use them. SLC assessments are also conducted in **groups**, typically consisting of **3-5 participants**.

The invigilator will perform **security checks** with everyone to ensure the **exam environment is suitable**. Make sure that:

- Your **mobile phone is off and out of reach** and **other potential distractions are removed**
- There is **nobody else in the room** and that the **doors are closed**
- Your device is **on charge** or has **sufficient battery**
- You have **everything needed** to do the exam (e.g. blank paper, pen, water)

Tasks

You will usually be given **2-3 tasks** in your Level 1 SLC exam **depending on the exam board**. This could include:

- **Two discussions**
- **One presentation and one discussion**
- **One presentation and two discussions**

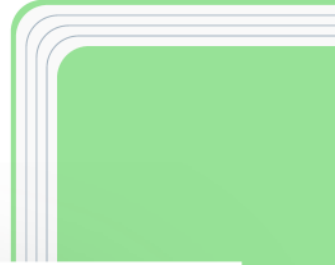
You will be given **one or two breaks** during the exam, so use this time **wisely** and try to **prepare for the next task!** You may be given **discussion prompts** to guide you, so make **full use** of them to help you come up with some **ideas**.

If you need to prepare a **presentation**, make sure:

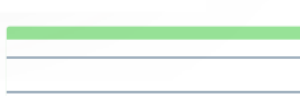
- It covers **all parts of the topic** provided
- It meets the required **length of time**

You can create a **PowerPoint**, use **paper notes**, or do **both**—it's entirely **up to you!** You **won't** be marked on the **visual aspects** of your presentation, so choose the option that **works best for you**.

Note: The structure of the SLC exam may **vary** depending on your **exam board**. Make sure to **carefully** read **all instructions** provided by your exam board so you **fully understand** what is **required**.



YOUR NOTES



A green sticky note is pinned to a stack of books. The note has a yellow pushpin at the top left corner. The text on the note is written in a black, cursive font. The background consists of several books with green covers and white pages, arranged in a slightly overlapping manner.

Good luck
with your
exams!