



PASS
FUNCTIONAL
SKILLS

How to Pass Your

SLC

Functional Skills English Level 2



PASS
FUNCTIONAL
SKILLS

TURN ME
OVER!

There are **10 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 language**, and
figure out what these skills mean for you...



1 Identify relevant information from extended explanations or presentations.

You need to demonstrate that you can **listen carefully**, identify the **key points**, and show that you **fully understand** their message.

2 Follow narratives and lines of argument.

A **line of argument** refers to the **reasoning** behind someone's opinions. To demonstrate this skill, show that you understand the speaker's ideas by **taking notes, expanding on their points**, or asking **thoughtful** and **relevant** questions.

3 Respond effectively to detailed or extended questions and feedback.

When you are asked a question, make sure you **fully understand** the information the person is asking for. Include as much **detail** as possible and be **thoughtful** when answering.

4 Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts.

Try to ask **original** and **specific** questions to a range of **different people** in order to show that you understand the ideas presented. Avoid clarifying **stated information**!

5 Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required.

Speak **clearly, logically**, and **engagingly**, showing a **good knowledge** of your subject. **Speak directly** to the other group members and avoid focusing **too much** on any **notes** you may have.

6 Express opinions and arguments and support them with relevant and persuasive evidence.

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

7 Use language that is effective, accurate and appropriate to context and situation.

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

8 Make relevant and constructive contributions to move discussion forward.

To help **progress conversations**, focus on making helpful comments on a range of ideas. Instead of **simple statements**, provide **relevant details** and ask **thoughtful questions** to encourage further discussion.

9 Adapt contributions to discussions to suit audience, purpose and medium.

Ensure your contributions are **tailored** to what is being **said** or **asked**. This shows you are **actively listening** and **responding appropriately** to the conversation.


10 Interject and redirect discussion using appropriate language and register.

You need to **show** that you can **confidently** share your ideas **without relying on others** to prompt you. At the same time, be **respectful** and avoid **interrupting** others when they are trying to contribute.


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 **presenting skills** if you feel **nervous**. Talk to a **teacher, tutor, friend or family member**, as this will help **take away** some of the **nerve**s 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 2 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 2 SLC exam **depending on the exam board**. This could include:

- **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**.

When preparing a **presentation**, make sure:

- It covers **all parts of the topic** provided
- It meets the required **length of time** (e.g. between 4-7 minutes for Open Awards)

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**.

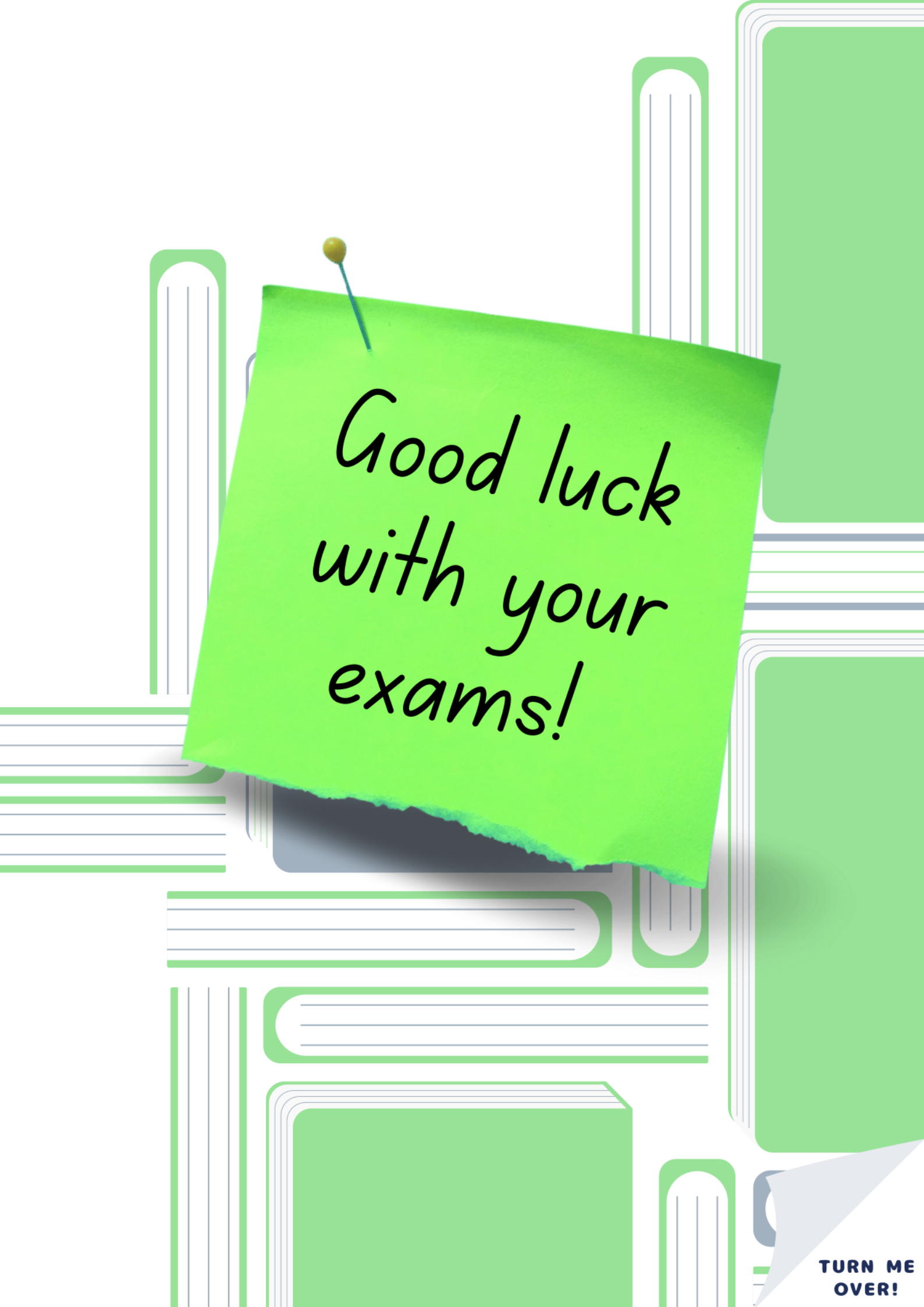
Note: The structure of the SLC exam may **vary** depending on your **exam board**. Make sure to **carefully** read **all instructions** provided by your exam board so you **fully understand** what is **required**.



YOUR NOTES



**TURN ME
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Good luck
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exams!

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