



**PASS
FUNCTIONAL
SKILLS**

How to: Pass Your

SLC

Functional Skills English Level **1**



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SKILLS**

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



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

You need to show you can **listen** to what other people are saying, and **understand** their **main points** and **reasoning**.

These may be complicated or not always be explained very clearly, so remember to focus on the main ideas.

3 Respond effectively to detailed questions

You should be able to **respond** to questions asked of you by others. Your answers should be as **detailed** as possible.

You may choose to use **facts** and **evidence** to convince your listeners, rather than only discussing your **emotions** and **opinions**.

5 Express opinions and arguments and support them with evidence

You should be able to **clearly explain** your **ideas**, using **facts** and **evidence** to convince your listeners. You can do this using **statistics**, or a **personal experience**, for example.

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

Use **appropriate language** to suit your audience. **Don't** speak **too informally**, for example by using **slang**.

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

For this skill, demonstrate that you can **ask questions** about other people's ideas. Make sure they are **relevant** to the situation and subject.

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

You should be able to **communicate** your thoughts and ideas well across a range of topics. Think about your point of view, and the **reasons** for this opinion.

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

Speak clearly, logically, and politely. You should also **speak directly** to your **fellow students**. Make **relevant contributions** and try to **follow on** from others' comments.


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

Remember to be **polite**, and do not talk over your fellow students when they are trying to contribute. When **interjecting**, do so **politely** and **calmly**.


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 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 are going to **say**. You will be given the task by your **invigilator**, use this to contribute **properly**.



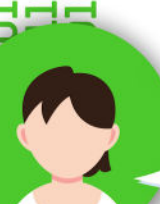
Practice your talking skills if you feel nervous. Talk facing the **mirror**, a **teacher**, **friend** or **family member**, this will **help** take away some of the **nerves** on the day.



Try to keep **eye contact** with your fellow **learners** as regularly as you feel comfortable with. It will **improve** the **quality** of your **presentation** if your **listeners** feel **involved**.




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 the discussion taking place. **If** you **cannot** add **new ideas**, try and ask questions about other people's.


DON'T




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



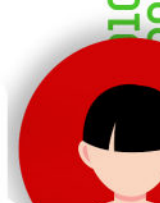
Use a **rude tone** or **language** towards your fellow **students**. You may be **passionate**, but you will **not** be **showing good communication skills** if you are **inconsiderate** or **insensitive**.



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**.



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.



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!

