



**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 show that you can **understand** the **important points** when someone is talking, and effectively understand what they are saying.

3 Respond effectively to detailed or extended questions and feedback.

When you are **asked** a **question**, make sure that you **fully understand** what **information** the person would **like** from you. Include as much **detail** as possible, and be **thoughtful** when **answering**.

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

Speak clearly, logically, and engagingly, showing good **knowledge** of your subject. You should also **speak directly** to your **fellow students**, making sure **not** to **focus too much** on any **notes** which you may have.

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

Assess the **tone** and **specialist language level** of your **audience**, using this information to **adjust** the **presentation** of your **ideas**. You may **need** to be more or less **informal**, and **provide** more or less **detail depending** on these factors.

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

You should be able to **consider** the **opinions** and **ideas** of **others** when **contributing**. Show **sensitivity** to how what **others** have said **impacts** your **ideas**, and **demonstrate** how you have **changed** your **contribution** because of this **awareness**.

2 Follow narratives and lines of argument.

For this skill, demonstrate that you can **keep track** of how the speaker's **ideas develop** and build to their conclusion. This is the **line of argument**. These may be straightforward or involve many steps, so remember to **focus** on the **main ideas**.

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

Rather than asking very **basic questions** of your fellow students, try to **ask** about **specific details** and **show** that you **understand** the **ideas** presented through what you **choose** to **ask about**.

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

It is important to **clearly outline** your **viewpoints**, and to be as **logical** as possible when presenting them. You should use **facts** and **evidence** to **convince** your listeners, **rather** than only discussing your **emotions** and **opinions**.

8 Make relevant and constructive contributions to move discussion forward.

To make sure that you are **moving** the **discussion forward**, ensure that anything you say is **constructive**. **Avoid simple statements**, and make sure to include **details** and **questions** which are **related** to the topic to **spark** further **discussion**.


10 Interject and redirect discussion using appropriate language and register.

You need to **show** that you can make **spontaneous** and **valuable contributions**. You should also **speak politely**, and use the **appropriate language** and **tone**. You should **showing** an **awareness** of **when** it is **suitable** to use more casual, **informal language**, and the ability to **speak unprompted**.


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




Know what you are going to **say beforehand**. You will be given the task in **advance**, use this **time to prepare properly**.




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



Make sure 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**. **Halfway** through your **assessment**, you may be given **questions** to **think about** for the next part. **Use** these as **starting points** if you feel **stuck**.




Check that what you have **prepared** is a **minimum** of **4 minutes** long. If you **cannot** speak for **at least** 4 minutes you will **fail** the exam **automatically**.


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**.



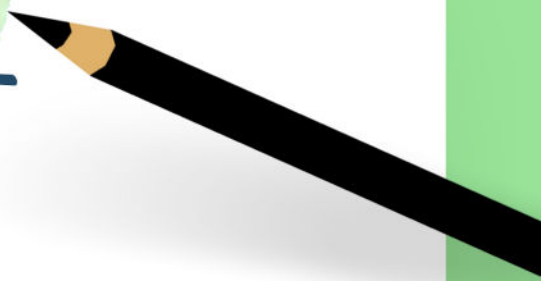
Simply read off the **notes** or **presentation** you have prepared. Remember that the exam **tests** your **speaking** and **not** your **reading ability**.



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 stack. The books are stylized with simple lines and colors.

Good luck
with your
exams!

