

Functional Skills

Speaking and Listening

Level 2

To complete your **speaking and listening assessment**, you will attend a formal discussion and presentation at BPP. This will be booked through the Functional Skills inbox and will take place online.

You need to make sure you have planned for both assessments; you need to prove that you have planned and considered your contributions and responses to a **formal presentation** and **formal discussion**, bringing two forms of research for each assessment.

Why do we carry out speaking and listening assessments?

Functional Skills Qualification in English at Level 2 indicates that learners should be able to speak, listen, communicate, read and write clearly, accurately, confidently and with effectiveness. Learners should be able to use these functional skills autonomously, applying them to a range of formal and informal contexts, in the workplace and in real life. A key aspect of developing knowledge and skills in English, at Level 2 is to be able to communicate with confidence, effectiveness and with an increasing level of independence.

Each learner must complete two tasks:

- Task 1 is a formal discussion.
- Task 2 is a presentation on a topic of the learner's choice; followed by a question-and-answer session.



Task 1 - Formal Discussion

In Task 1, in a group of three to five learners, each learner needs to show that they can:

Take part in a group discussion for 10-15 minutes

Adapt contributions and discussions to suit audience and purpose

Express opinions and arguments



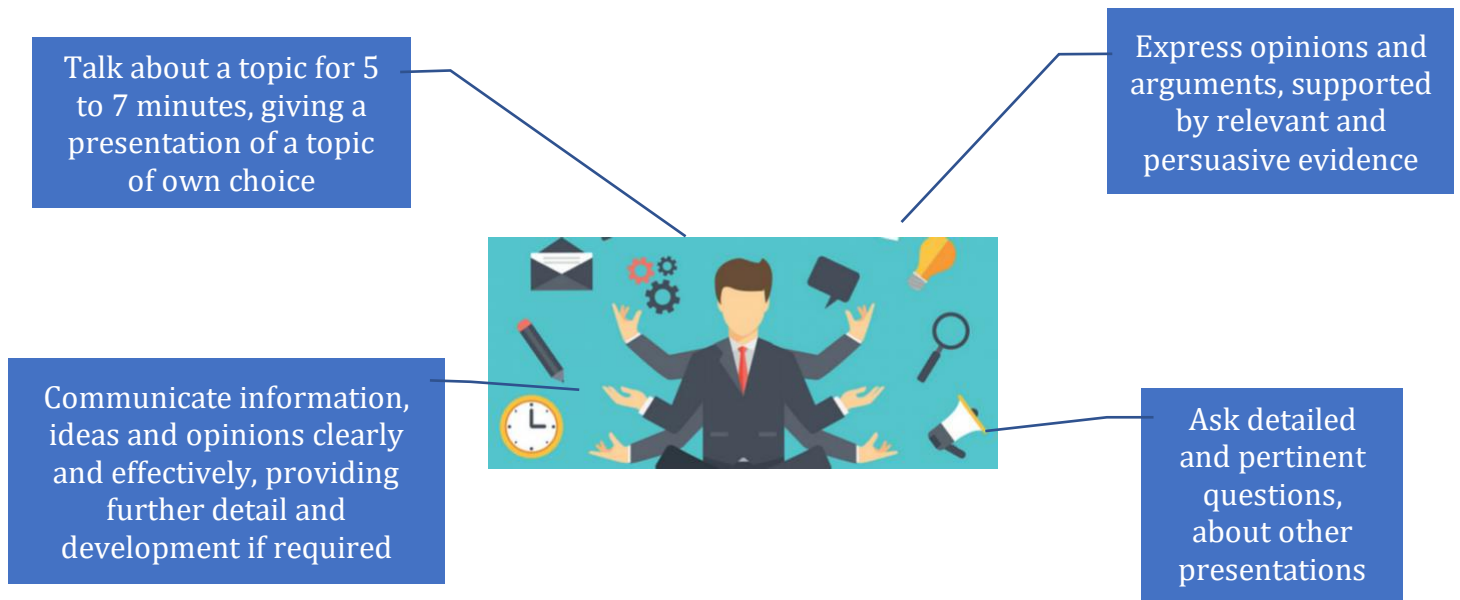
Interject and redirect discussion using appropriate language and register

- You will debate about whether you feel climate change is fact or fiction as a group for 10-15 minutes.
- Research information about climate change and decide what main points you would like to bring to the discussion. You could, for example, research information about what can be done to reduce the effects of climate change. Ensure you back up your arguments up with factual information. Remember some members of the group may have opposing views.
- You can interject and redirect the discussion at any time.
- Remember this is a discussion, so you discuss your views and opinions as a group.

Please remember to bring your notes and research with you to the assessment. Your notes cannot be a script which you read from; they must only be prompts.

Task 2 Formal Presentation

In Task 2, in a group of three to five learners, each learner needs to show that they can:



- In this formal presentation, each learner will be required to deliver a presentation the rest of the group. Learners can choose to present on any topic and each presentation will last for 5–7 minutes.
- Once a learner has delivered their presentation, they should ask their peers if they have any questions. Each member of the group must ask a question about the presentation.
- Once the first learner has finished presenting and answering questions, the next person in the group will present for 5-7 minutes, followed by questions from others in the group. This cycle will repeat until all learners have presented.
- Learners can either prepare a PowerPoint presentation, display an image on the screen to discuss, or present from notes. **Please remember to bring your notes and research with you to the assessment. Your notes cannot be a script which you read from; they must only be prompts.** Please remember to include your name on your notes and presentation.

Please note that both discussions will be video recorded for moderation purposes.
Remember to bring a form of photo ID to the Speaking and Listening assessment.