Assessment Record - Speaking and Listening

Part 1 Essential Communication Skills - Level 3 - Formal Discussion (C3.1A)

This Assessment Record can be used to support assessment decisions – full assessment criteria can be found in the Level 3 Assessor Pack.

Candidate Name:	
Candidate Number:	
Unique Learner Number (ULN):	
Centre Name or Number:	

Assessor Name:		
Discussion Topic:		
Discussion:	Date: Start time:	Location: End time:
Number of participants:		

Assessment Criteria	**Mark Awarded**	**Assessor Comments** *(providing examples of how the criterion was met)*
The candidate has produced preparation notes prior to the discussion, clearly showing points to be raised during the discussion to: provide information (1 mark) express opinions and/or feelings (1 mark)		
During the discussion the candidate has: clearly communicated complex information that is relevant to the purpose of the discussion (1 mark) used varied and/or specialist vocabulary and expressions to suit topics, purposes and situations (1 mark)		
summarised and synthesised complex information to suit purpose (1 mark) responded appropriately to enquiries and/or constructively to feedback, including criticism (1 mark)		
understood and followed detailed explanations (1 mark)		
asked questions to increase their understanding of the topic (1 mark)		

developed points and ideas with a sensitive awareness of others' feelings/ beliefs/opinions (1 mark)		
used appropriate language and non-verbal communication (1 mark)		
used strategies to show listening and to clarify and confirm understanding (1 mark)		
helped to move the discussion forward and worked towards agreement where appropriate (1 mark)		
Total marks achieved:		**Minimum marks required for a pass:** 8
Total possible marks:	12	

Additional Assessor comments**:**

Assessor signature: Date:

IQA name *(if sampled)*:

IQA signature *(if sampled)*: Date:

Assessment Record - Speaking and Listening

Part 3 Essential Communication Skills - Level 3 - Talk/Presentation (C3.1B)

This Assessment Record can be used to support assessment decisions – full assessment criteria can be found in the Level 3 Assessor Pack.

Candidate Name:	
Candidate Number:	
Unique Learner Number (ULN):	
Centre Name or Number:	

Assessor Name:		
Tal/Presentation Topic:		
Talk/Presentation:	Date: Start time:	Location: End time:
Number of participants:		

Assessment Criteria	**Mark Awarded**	**Assessor Comments** *(providing examples of how the criterion was met)*
During the talk/presentation the candidate has: prepared for a talk/presentation to communicate complex information that was relevant to the purpose (1 mark)		
used a variety of techniques including non-verbal communication to engage the audience (1 mark)		
used a relevant image or other support materials (1 mark) to effectively support the main points of the talk/presentation (1 mark)		
used appropriate (1 mark), varied and/or specialist vocabulary and expressions (1 mark) to suit topic, purpose and situation		
spoken clearly (1 mark) and adapted their language and style of presentation to suit the complexity, purpose and formality of the situation and needs of the audience (1 mark)		
kept to the subject (1 mark) and structured the talk/presentation in a logical sequence to		

help the audience follow a line of thought or series of events (1 mark)		

confirmed that listeners understood the meaning, providing further detail and development to clarify or confirm understanding (1 mark)		
Total marks achieved:		**Minimum marks required for a pass:** 8
Total possible marks:	11	

Additional Assessor comments**:**

Assessor signature: Date:

IQA name *(if sampled)*:

IQA signature *(if sampled)*: Date: