

Functional Skills English Entry 2:
Speaking, Listening and Communication Assessment
Record Sheet

Please complete the following information (use a separate sheet for each learner).

Centre name:	Learner Name:
Centre number:	Learner Number:

Participate in discussions/exchanges about familiar topics, making active contributions, with one or more people in a familiar situation			
Activity 1:	Date:	Activity 2:	Date:
Please use the space below to note the context of the activity, how it was organised and any candidate support.		Please use the space below to note the context of the activity, how it was organised and any candidate support.	

Please attach another page if you wish to make additional comments.

Entry 2: Discussion/exchange with at least one other person.

The grid should be applied on a 'best fit' basis. To achieve an entry 2 overall, a learner should have achieved all of the entry 2 criteria across the two activities at least once.

Just below Entry 2	<input checked="" type="checkbox"/>	Achieved Entry 2	<input checked="" type="checkbox"/>
Identifies some of the main points of short explanations and instructions	<input type="checkbox"/>	Identifies the main points of short explanations and instructions	<input type="checkbox"/>
Makes some appropriate contributions that are occasionally understood	<input type="checkbox"/>	Makes appropriate contributions that are clearly understood	<input type="checkbox"/>
Expresses feelings and opinions some of the time	<input type="checkbox"/>	Expresses simply feelings and opinions	<input type="checkbox"/>
Understands some of the feelings and opinions expressed by others	<input type="checkbox"/>	Understands the feelings and opinions expressed by others	<input type="checkbox"/>
Communicates information so that meaning is sometimes clear	<input type="checkbox"/>	Communicates information so that the meaning is clear	<input type="checkbox"/>
Asks straightforward questions and response is only occasionally appropriate	<input type="checkbox"/>	Asks and responds to straightforward questions	<input type="checkbox"/>
Follows the gist of conversations some of the time	<input type="checkbox"/>	Follows the gist of discussions most of the time	<input type="checkbox"/>

Please tick box if the learner has achieved Entry level 2	<input type="checkbox"/>
Centre summative comment (attach another page if you wish to make additional comments)	
Assessor Signature:	Date: