

Unit Title: Speaking To Communicate
Unit Level: Entry 3
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJC363
Ofqual Unit Code: F/506/0671

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to communicate with others to obtain information.	1.1	Use formal language and register when appropriate.
		1.2	Use questions to obtain information in familiar and unfamiliar contexts.
		1.3	Use non-verbal communication in order to listen actively to others.
2.	Be able to present information to others.	2.1	Demonstrate the ability to speak clearly to be heard and understood using clarity, speed and phrasing.
		2.2	Demonstrate the ability to express statements of fact.
		2.3	Demonstrate the ability to give short explanations.
		2.4	Demonstrate the ability to give short accounts.
		2.5	Demonstrate the ability to give short descriptions.
		2.6	Demonstrate the ability to provide information, in familiar and unfamiliar contexts, face to face and by phone.

Assessment Guidance:

NA.

Additional Information:

NA