

ESOL Skills for Life
RQF Level: Level 1

Assessor Booklet - Speaking and Listening
Sample Version

INSTRUCTIONS FOR CENTRES:

- This assessment takes approximately 30 minutes to complete
- Each task can be taken separately
- Tasks 2 and 3 need to be audio recorded

Guidelines to Assessor:

- ✓ The script delivery should be appropriate to the Candidate level – at Level 1 the Assessor should speak in a completely natural way making no concessions to the fact that the candidate is not a native speaker
- ✓ If a Candidate requires reasonable adjustments, please refer to the specific guidelines provided by Gatehouse Awards.
- ✓ To enable the Candidate to perform to the maximum of their ability, the Assessor should maintain a friendly and relaxed approach at all times.
- ✓ If the Candidate asks any questions at the beginning of any of the tasks, answer them as fully and clearly as possible

Task 1

- ✓ A maximum of 12 Candidates can take Task 1 at the same time, provided that they cannot see each other's scripts
- ✓ The Assessor is only responsible for introducing the task. Once the recording is started, further instructions to Candidates, as well as any required pauses, are included in the recording
- ✓ Ensure that the distance between the Candidates is at least 1.25 metres, and that the Candidates do not talk to each other or look at each other's answers during this task

Task 2 & 3

- ✓ The Assessor should not echo or rephrase Candidates' answers.
- ✓ The Assessor should not correct Candidates' mistakes
- ✓ The Assessor should not provide vocabulary to the Candidate
- ✓ The Assessor should keep their own input to a minimum, instead they should give Candidates the opportunity to speak and finish their sentences.
- ✓ The Assessor should not give any indication of a Candidate's performance, for example 'fine', 'good' or 'that's great'. 'Thank you' is the preferred response.

Task 2

- ✓ The role play has been designed in such a way that the Assessor should be able to follow the script throughout the task. If, however, a Candidate provides a response that falls outside the predicted scenario, the Assessor should use their own initiative to bring the conversation back to the intended scenario, using language appropriate to the level.
- ✓ It is important to ensure that the same number of turns specified by the script are elicited from the Candidate as part of this task.

Task 3

- ✓ There should be 2 Candidates and the Assessor participating in this task
- ✓ The Assessor should ensure that the Candidates adhere to the guideline times by firstly monitoring this using a silent clock or stopwatch. If the Candidates significantly fall short or exceed the stated time, the Assessor should prompt them gently to either continue or politely end the task at an appropriate moment.
- ✓ The Assessor should engage both Candidates in the discussion and move it forward where necessary, ensuring that the Candidates do not substantially deviate from the topic
- ✓ If there is a pronounced difference between the Candidates' levels of ability, the Assessor must participate in the discussion fully to ensure that neither Candidate is disadvantaged. If this is the case, the guide time can be exceeded

Task 1 – Listening *[Guide time: approx. 10 minutes]*

You will hear two recordings and answer three questions about each recording. You'll hear each recording twice. Circle the correct answer a, b or c in your Candidate Booklet.

If you have any questions about this task, you can ask me now. *[Allow time to answer any questions the Candidates may have]*

Now read the questions *[start the recording]*.

[The recording allows 30 seconds to read the questions in this section before hearing the recording, and then a further 20 seconds of reading time before the recording plays again.]

[For reference, the content of Task 1 in the Candidate Booklet is reproduced below]

Part A

1. How did the speaker feel before she started her first job?

2. What were the two main issues with the pupils?

a)

b)

3. What was the worst thing about the speaker's first job?

4. What job is the speaker doing now?

Part B

[The recording allows 30 seconds to read the questions in this section before hearing the recording, and then a further 20 seconds of reading time before the recording plays again.]

1. What is the speaker's current job?

2. List two things that the speaker dislikes about her current job.

a)

b)

3. What is the speaker's husband's advice to her?

4. List one of the jobs the speaker is considering doing in the future.

(10 marks)

Before you start reading the Assessor script for Tasks 2 and 3, activate the digital audio recording equipment and record the information in the box.

If the tasks are recorded separately, the information should be read out at the beginning of each recording.

Follow the script below shown in **bold**. Instructions to the Assessor are shown in *[italics and brackets]*.

Hello, my name is *[insert your name]*. What is your name?

***[Insert Candidate's name]*, this is your Level 1 assessment in Speaking and Listening.**

Today's date is *[insert date]*, and we are at *[insert Centre name]*.

Are you ready to start?

Task 2 – Conversation and Presentation *[Guide time: approx. 10 minutes]*

[Look at Candidate A] Can you tell us your name?

[Look at Candidate B] And what is your name, please?

Part A *[Guide time: approx. 3 minutes]*

In this task, you will have a short conversation together about the importance of having good neighbours. You need to ask the other candidate questions to find out what they think and about their experiences.

You have about three minutes to do that.

[Withdraw eye contact to signal that Candidates should start. If the Candidates find it difficult to start or to continue for the prescribed period, or significantly stray from the topic, prompt them with further questions. For example:

- *Tell us about your current neighbours.*
- *What does it mean to be a good neighbour?*
- *Are you a good neighbour?*
- *How can one help their neighbours?*

Try to encourage interaction between Candidates as much as possible, for example by eliciting agreement or alternative opinions. For example:

- *What do you think?*
- *Do you agree?*
- *Is your experience similar?]*

Part B

Now you are each going to give a presentation for about two minutes on a given topic. We will listen, and when you have finished we will comment on and ask you questions about your presentation.

[Look at Candidate A & insert their name], this is your topic:

Nowadays, it is easier to make new friends than it was in the past. *[hand over the relevant section of the Candidate Materials]*

[Look at Candidate B & insert their name], this is your topic:

It is better to have many friends than one really close one. *[hand over the relevant section of the Candidate Materials]*

You both have about one minute to prepare. You can make notes if you want to. If you have any questions, you can ask me now.

[Answer any questions and give the Candidates 1 minute preparation time]

[Look at Candidate A & insert their name], please start. Do you agree that it is easier to make new friends now than it was in the past? [Look at Candidate B & insert their name], please listen and prepare some comments and two questions about this presentation.

[If Candidate A stops significantly under the 2 minutes guide time, prompt them by saying: Do you want to add anything else?, then move on]

Thank you.

[Look at Candidate B & insert their name], what questions would you like to ask?

[Allow Candidate A to answer the questions]

Thank you.

[Look at Candidate B & insert their name], it's your turn now. Do you agree that it better to have many friends than one really close one? [Look at Candidate A & insert their name], Please listen and prepare some comments and two questions about this presentation.

[If Candidate B stops significantly under the 2 minutes guide time, prompt them by saying: Do you want to add anything else?, then move on]

Thank you.

[Look at Candidate A & insert their name], what questions would you like to ask?

[Allow Candidate B to answer the questions]

Thank you. This is the end of task 2.

Task 3 – Discussion *(Guide time: approx. 10 minutes)*

In this task, we are all going to have a discussion. You both have a friend, Anna, who wants to buy a new car. However, Anna does not have enough money to pay for a new car, and she would need to take out a bank loan. What advice will you give to Anna?

Remember to express your views and opinions, and agree on what advice you and the other Candidate are going to give to your friend.

If you have any questions about this task you can ask me now. *[Allow time to answer any questions the Candidates may have]*

You have one minute to think about this topic before we start and you can make notes here *[point to the section in the Task Sheets to both Candidates]*

- *Allow the Candidates up to 1 minute to think about the task.*
- *When the Candidates appear to be ready, prompt them by saying: 'Are you ready?'*
- *Ensure that each Candidate has opportunities to contribute.*
- *Try to ensure that the Candidates lead the discussion - only intervene when necessary.*

Verbal Prompts:

[If the Candidates' interaction becomes halted, or they significantly stray from the topic of the discussion, you should prompt them by suggesting further talking points within the main topic that have not been discussed. For example:

- *Other forms of transport, e.g. a bicycle*
- *Working more hours to save up money*
- *Delaying buying a car for one year to save up*
- *How a loan is repaid*
- *The importance of having transport for a job*
- *Minimising current expenses e.g. by buying a railcard]*

Thank you. This is the end of task 3.

TASK SHEET – CANDIDATE A

Task 2, Part B

You are going to give a presentation on the following topic:

Nowadays, it is easier to make new friends than it was in the past.

You have one minute to prepare. You can make notes here:

Here, you can make note of the comments and the two questions you want to ask the other Candidate about their presentation:

Task 3

In this task, you will take part in a discussion on a topic given by the Assessor.

Remember to:

- express your views and opinions
- give advice and persuade where appropriate
- refer back to what the other Candidate says
- check if you understand the other Candidate correctly if necessary
- plan what you are going to do next

SAMPLE

TASK SHEET – CANDIDATE B

Task 2, Part B

You are going to give a presentation on the following topic:

It is better to have many friends than one really close one.

You have one minute to prepare. You can make notes here:

Here, you can make note of the comments and the two questions you want to ask the other Candidate about their presentation:

Task 3

In this task, you will take part in a discussion on a topic given by the Assessor.

Remember to:

- express your views and opinions
- give advice and persuade where appropriate
- refer back to what the other Candidate says
- check if you understand the other Candidate correctly if necessary
- plan what you are going to do next

SAMPLE