

ESOL Skills for Life  
RQF Level: Level 2

Assessor Booklet - Speaking and Listening  
Sample Version

INSTRUCTIONS FOR CENTRES:

- This assessment takes approximately 35 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 2 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

- ✓ There should be 2 Candidates and the Assessor participating in this task
- ✓ The Task consists of two parts: conversation and a presentation.

### 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]*.

**Part A**

*[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]*

1. Complete the following sentence with no more than 5 words:

Councillor Brown wants to increase security and reduce \_\_\_\_\_.

2. Give two examples of the proposed security measures as listed by the Councillor:

a) \_\_\_\_\_

b) \_\_\_\_\_

3. Give one example of a community spirit initiative as listed by the Councillor:

\_\_\_\_\_

4. Which of the following statements is true? Circle one answer.

a) The council has not yet looked into the issue of safety.

b) The council has started to debate the issue of safety.

c) The council has taken practical steps to increase the safety.

**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. Why is the speaker concerned about his safety on his street?

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2. How soon could the council remove the graffiti?

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3. Which of the following best describes the speaker's attitude? Circle one answer.

a) optimistic

b) frustrated

c) indifferent

4. What does the speaker accuse the council workers of? Circle one answer.

a) not being able to make a good speech

b) charging too much in council tax

c) not acting on the feedback provided

5. What other council service does the speaker complain about?

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(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 2 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. 12 minutes]*

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

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

Part A

In this task, you will talk together about what it means to be a good citizen. You need to ask the other candidate questions to find out what they think, and 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 continue for the prescribed period, or significantly stray from the topic, prompt them with further questions. For example:*

- *Do you consider yourself to be a good citizen?*
- *Do you think citizenship is an important value in modern life?*
- *Is being a good citizen important in your family?*
- *What do you do for your community?*

*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 **formal** 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, most people place higher value on their personal happiness than that of the wider community. *[hand over the relevant section of the Candidate Materials]*

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

Working as a volunteer makes us better people and should be a compulsory part of the education system. *[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 nowadays most people place higher value on their personal happiness than that of the wider community? [Look at Candidate B & insert their name], please listen to the presentation. I will later ask you to briefly comment on its content and ask some questions.*

*[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 do you think about what the other Candidate has said?*

*[Allow Candidate B to comment in a few sentences]*

**Thank you.**

*[Look at Candidate B & insert their name], it's your turn now. Do you agree that working as a volunteer makes us better people and should be a compulsory part of education? [Look at Candidate A & insert their name], please listen to the presentation. I will later ask you to briefly comment on its content and ask some questions.*

*[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 do you think about what the other Candidate has said?*

*[Allow Candidate A to comment in a few sentences]*

**Thank you. This is the end of task 2.**

### Task 3 – Discussion (*Guide time: approx. 12 minutes*)

In this task, we are all going to have a discussion. It has been recently suggested in the media that a 4 day working week should be introduced as standard in the UK. I want you to discuss this idea, and the advantages and disadvantages that it might bring.

Remember to express your views and opinions, and comment on the other Candidate's contributions.

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:*

- *The productivity level of staff*
- *Additional time for leisure*
- *Potential health benefits*
- *Impact on employers*
- *How it is going to affect the salaries*
- *Impact on jobs which require 5 days – e.g. teaching*

## TASK SHEET – CANDIDATE A

### Task 2, Part B

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

**Nowadays, most people place higher value on their personal happiness than that of the wider community.**

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

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Here, you can make note of the comments you want to make about the other Candidate's presentation:

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### 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

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SAMPLE

## TASK SHEET – CANDIDATE B

### Task 2, Part B

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

**Working as a volunteer makes us better people and should be a compulsory part of the education.**

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

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Here, you can make note of the comments you want to make about the other Candidate's presentation:

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### 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

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