

Unit Title: Speaking to Communicate	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HD3/E3/LQ/011
Ofqual Unit Reference Number:	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

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	O
Essay		Practical demonstration	O
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	