SCOTTISH QUALIFICATIONS AUTHORITY

# Higher National Unit Specification

## General information for centres

**Unit title:** Communication in French: Developing Basic Listening and Speaking Skills

**Unit code:** F1DB 40

**Unit purpose:** This Unit is designed to develop listening and speaking skills in the target language in the context of dealing with familiar and predictable tasks in a social or work related situation.

It is relevant for those who would like to develop their modern language skills to enhance their career prospects or for those who wish to learn the language for social purposes.

The unit embodies the National Language Standards at SVQ level 2.

On completion of the Unit the candidate should be able to:

1 Understand a routine spoken text.
2 Communicate orally using routine language.

**Credit points and level:** 1 HN Credit at SCQF level 5: (8 SCQF credit points at SCQF level 5*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Candidates should have good communication skills. It is not necessary for candidates to have prior knowledge of French.

**Core Skills:** There are no opportunities to develop Core Skills in this Unit.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

**Assessment:** This Unit will be assessed by two Instruments of Assessment which will test the skills of Listening and Speaking. The assessments will be conducted under controlled conditions. The assessments should be contextualised in a situation mirroring real-life tasks within a work-related or social context. In total, the assessments should not last any more than 35 minutes.

## General information for centres (cont)

The assessment for Outcome 1, Listening, will consist of one or two listening texts on a familiar topic with questions in English. The text(s) will be variable depending on topic and type but should be based on authentic use. The spoken text(s) will last between 2-3 minutes and will be heard three times by the candidate. The assessment will be conducted under controlled conditions. The use of a dictionary, textbooks or handouts will not be allowed.

The assessment for Outcome 2, Speaking, will require the candidate to demonstrate his/her use of routine language on a chosen topic. The assessment will last a maximum of four minutes. The assessment will be conducted under controlled conditions. The use of a dictionary, textbooks or handouts will not be allowed.

An exemplar instrument of assessment and marking guidelines will be produced to indicate the national standard of achievement required at SCQF level 5.

# Higher National Unit specification: statement of standards

## Unit title: Communication in French: Developing Basic Listening and Speaking Skills

## Unit code: F1DB 40

The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

## Outcome 1

Understand a routine spoken text

### Knowledge and/or skills

- Understand vocabulary in everyday use relevant to the work-related/social context in which you are using the language, and some common alternatives*
- Understand set phrases in a fixed form expressing polite conventions (eg forms of address, greeting, leave-taking) and feelings (eg gratitude, regret, apology, annoyance)
- Understand routine numerical data (eg quantity, prices, dates)
- Understand the infinitive (or other basic verb root) form and the use of this with other verbs, where appropriate to the language
- Understand simple ways of expressing past, present and future tenses, where appropriate to the language
- Understand sentence structures for making positive and negative statements
- Understand commonly used positive and negative question forms
- Understand the imperative form
- Understand commonly used conditional forms, where appropriate to the language
- Understand a range of link words in everyday use, eg ‘because’, ‘however’
- Understand compound sentences (eg ‘This is the room (that) I booked.’)
- Use reference sources (eg glossaries, dictionaries) to clarify and confirm meaning as necessary

### Evidence Requirements

The assessment for Outcome 1, Listening will consist of one or two listening texts on a familiar topic with questions in English. The text(s) will be variable depending on topic and type but should be based on authentic use. The spoken text(s) will last between 2-3 minutes and will be heard three times by the candidate. The assessments will be conducted under controlled conditions. The use of a dictionary, textbooks or handouts will not be allowed.

## Higher National Unit specification: statement of standards (cont)

## Unit title: Communication in French: Developing Basic Listening and Speaking Skills

The candidate must demonstrate his/her ability to:

- understand the general meaning of one or two listening texts
- understand specific details from one or two listening texts
- understand standard speech

Understanding may be presented in any suitable way e.g. written, oral or signed.

The candidate must meet all of the minimum evidence requirements for the outcome in order to pass the unit.

Evidence for the knowledge and/or skills in this Outcome will be provided by an assessment that samples across the knowledge and/or skills.

The assessment instrument chosen for summative assessment purposes must cover a sufficient sample of knowledge and/or skills for an assessor to infer that the candidate is competent in the Outcome.

Items of knowledge and/or skills that must be assessed on every assessment occasion are identified with an asterisk (*) in the Knowledge and/or skills section of this Outcome as above.

A different sample should be chosen on each assessment or re-assessment occasion to prevent the candidate from being able to predict what he/she will be asked.

### Assessment guidelines

In preparing for this assessment, the candidate will listen to texts from live or audio or video recorded sources in the target language. He/she will listen to items of mainly factual information, including accounts of events, related to social or work-related situations. In some instances this will include the views and opinions of others. Only one will be assessed, chosen as the most suitable to the candidate's social or work-related area.

- responding in English to questions in English
- choosing the correct multiple-choice option in English
- completing grids to indicate comprehension
- listing in English the information contained in the spoken texts
- composing notes in English under given headings
- choosing simple summaries in English

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Communication in French: Developing Basic Listening and Speaking Skills

## Outcome 2

Communicate orally using routine language

### Knowledge and/or skills

- use vocabulary in everyday use relevant to the appropriate work-related or social context and some common alternatives
- use set phrases in a fixed form expressing polite conventions (eg forms of address, greeting, leave-taking) and feelings (gratitude, regret, apology, annoyance)
- use routine numerical data (eg quantity, prices, dates)
- use the infinitive (or other basic verb root) form with other verbs, where appropriate to the language
- use simple ways of expressing past, present and future tenses, where appropriate to the language
- use sentence structures for making positive and negative statements
- use commonly used positive and negative question forms
- use the imperative form
- use commonly used conditional forms, where appropriate to the language
- use a range of link words in everyday use, eg ‘because’, ‘however’
- use compound sentences
- use appropriate intonation and pronunciation to express meaning clearly

### Evidence Requirements

The assessment for Outcome 2, Speaking, will require the candidate to demonstrate his/her use of routine language on a chosen topic. The assessment will last a maximum of four minutes.

The assessment will be conducted under controlled conditions. The use of a dictionary, textbooks or handouts will not be allowed. The assessment should be contextualised in a situation mirroring real-life tasks within a work-related or social context.

The information to be exchanged will be mainly of a factual nature.

The candidate must demonstrate his/her ability to:

- use appropriate structure and content
- sustain conversation, even though prompting or repetition may be necessary
- use spoken conventions appropriate to the context
- clarify meaning as required
- use and combine simple structures, set phrases and expressions

Language must be generally accurate with only minor grammatical errors, which do not obscure meaning. If the candidate does not have the vocabulary, or the other person does not understand, the candidate must find alternative ways of expressing information.

## Higher National Unit specification: statement of standards (cont)

## Unit title: Communication in French: Developing Basic Listening and Speaking Skills

The candidate must meet all of the minimum evidence requirements for the outcome in order to pass the Unit.

Evidence for the knowledge and/or skills in this Outcome will be provided by an assessment that samples across the knowledge and/or skills.

Items of knowledge and/or skills that must be assessed on every assessment occasion are identified with an asterisk (*) in the Knowledge and/or skills section of this Outcome as above.

The assessment instrument chosen for summative assessment purposes must cover a sufficient sample of knowledge and/or skills for an assessor to infer that the candidate is competent in the Outcome.

A different sample should be chosen on each assessment or re-assessment occasion to prevent the candidate from being able to predict what he/she will be asked.

**Assessment guidelines**

In preparing for this assessment, the candidate should be encouraged to participate in different speaking exercises, but will only be assessed in one, chosen as the most suitable to his/her social or work-related area.

Candidates could, for example, be required to take part in a transactional role play or deliver a presentation and discuss issues and respond to questions following on naturally from the topic chosen.

**Transactional role-play**

A transactional role-play related to the kind of situations that will routinely take place in a work-related or social context, eg enquiring about hotel accommodation, buying items, requesting information, making travel arrangements, asking for directions.

**Oral Presentation**

An oral presentation on a topic chosen by the candidate (1-2 minutes) and a face-to-face follow-up conversation with a speaker (or speakers) of the target language.

Notes consisting of a maximum of five headings, each with up to eight words in the target language, may be referred to during the presentation.

## Administrative Information

**Unit code:** F1DB 40

**Unit title:** Communication in French: Developing Basic Listening and Speaking Skills

**Superclass category:** FK

**Original date of publication:** April 2007

**Version:** 01

**History of Changes:**

| Version | Description of change | Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**Source:** SQA

© Scottish Qualifications Authority 2007

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre for further details, telephone 0845 279 1000.

## Higher National Unit specification: support notes

## Unit title: Communication in French: Developing Basic Listening and Speaking Skills

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

## Guidance on the content and context for this Unit

This Unit is part of a set of two units at level 5 and may be taught as a freestanding Unit or as part of the set. To successfully complete the Unit and achieve the Outcomes, the candidates will be introduced to all four language skills, and appropriate language structures, but they will only be assessed on Listening and Speaking.

**Content**

- Personal information
- Transactional situations (accommodation, obtaining goods and services, travel arrangements, directions)

**Context**

- Social
- Work-related

**Examples for Listening**

- Routine exchanges of information, eg requests, questions, responses, views
- Step-by-step instructions
- Advice about everyday work matters
- Straightforward directions
- Face-to-face
- Telephone
- Videophone
- Web cam
- Recorded messages
- Public announcements/standard broadcasts

**Examples for Speaking**

- Routine exchanges of information, eg requests, questions, responses views
- Short reports
- Routine advice and information
- Instructions
- Routine exchanges of information
- Expression of views
- Face-to-face
- Telephone
- Videophone
- Web cam

## Higher National Unit specification: support notes (cont)

## Unit title: Communication in French: Developing Basic Listening and Speaking Skills

This Unit embeds the National Language Standards (revised 2005) for SVQ level 2 Reading and Writing. The National Language Standards are published by CILT, The National Centre for Languages, 20 Bedfordbury, London, WC2N 4LB.

The Unit is also benchmarked against Intermediate 2/Standard Grade Credit level.

## Guidance on the delivery and assessment of this Unit

This Unit is likely to form part of a number of group awards where it is recognised that knowledge of a language will either be a necessary or a beneficial skill for candidates when looking for employment. It can also be delivered as a stand alone unit for those wishing to learn the language for social purposes.

Although the Unit is expressed in generic terms, where possible, it should be related to a context that is familiar to candidates.

Each of the two Outcomes refers to a separate skill (listening, speaking) but it is assumed that tutors will teach skills in an integrative manner.

Language structures appropriate to this level will underpin all Outcomes.

Assessment will be by two Instruments of Assessment.

An opportunity for reassessment should be given where candidates do not achieve a Pass. A new instrument of assessment should be chosen.

***Opportunities for developing Core Skills***

There are no opportunities to develop Core Skills in this Unit.

## Open learning

This Unit could be delivered by distance learning. However, it would require planning by the centre to ensure the sufficiency and authenticity of candidate evidence. Arrangements would have to be made to ensure that the assessments for Outcome 1 and Outcome 2 are delivered in a supervised environment under controlled conditions.

For information on normal open learning arrangements, please refer to the SQA guide *Assessment and Quality Assurance of Open and Distance Learning* (SQA, 2000).

## Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* **(www.sqa.org.uk)**.

## General information for candidates

## Unit title: Communication in French: Developing Basic Listening and Speaking Skills

This Unit is designed to equip you with the ability to deal orally with a number of commonly arising situations in the workplace that involve using French. It is primarily intended for candidates who expect to take up a post where some knowledge of French would be beneficial or essential, or for those who want to gain a basic knowledge of the language for personal or social reasons. The Unit may be studied alone or as a means to proceed to the second unit: Communication in French: Developing Basic Reading and Writing Skills, or as part of any Group Award programme.

This Unit involves the kind of tasks that a person working in a company or organisation dealing with international clients may be expected to be able to perform, either in the UK or abroad. It will also enable you to use the language in a social context, either when travelling abroad or dealing with foreign visitors in the UK. To help you gain this ability you will develop all the skills necessary to function in another language at this level, including intercultural competence. You will also increase your knowledge about and understanding of the essential structures of the language you are studying. The language tasks will be practical and related to the context. You will be encouraged to work with other candidates in pairs or small groups, and role-play will form an important part of the unit. There will also be a requirement for private study. Your tutor will guide you on this.

Overall, the knowledge and skills gained from this Unit will enable you to move to the next level, and to work towards becoming an independent language learner. This may help you in the future if you wish, choose or need to start learning another language for either work or personal reasons.

**Assessment**

In order to complete this Unit successfully, you will be required to complete a range of tasks in which you will demonstrate that you can use some of the basic structures of the language.

You must achieve a satisfactory level of performance in two assessments, which test the skills of Listening and Speaking. These will be conducted under controlled conditions towards the end of the Unit, and no textbooks or handouts will be allowed. The assessments should last about 35 minutes in total.

For the Listening assessment (Outcome 1) you will need to answer questions in English to show that you have understood the important details of a spoken text lasting up 2-3 minutes.

For the Speaking assessment (Outcome 2) you will have to take part in, for example, a role-play in French, or to prepare and deliver a short presentation in French (1-2 minutes long) on a topic of your choice, and then have a follow up conversation about the presentation. The oral assessment will last a maximum of four minutes.

If you do not achieve a Pass at the first attempt, an opportunity for reassessment will be given.

Depending on your reason for taking the Unit, the content and the assessments for the Unit may be tailored to take account of any special circumstances your work may involve.

**Core Skills**

There are no opportunities to develop Core Skills in this Unit.