



**COMMUNICATION**  
**Speaking**  
**SCQF Level 2**  
**10 Hour Unit (F3GP 08)**

# CORE SKILLS UNIT

## What are Core Skills?

Core Skills are skills and abilities that everyone uses in their family and personal life, at work, in public, in the community, and in education and training.

The Core Skills are:

- ◆ Communication
- ◆ Numeracy
- ◆ Information and Communication Technology
- ◆ Problem Solving
- ◆ Working with Others

They are important because they help you to be effective in almost everything you do. That's also why employers value them.

Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

## What is this Core Skills Unit about?

This Unit is about using your speaking skills in a very simple communication with one or more people. The communication will be based on familiar, everyday things.

If there are any words you don't understand in this Unit, your tutor will explain them to you.

## What should I know or be able to do before I start?

You do not need any knowledge or experience before you start.

## What do I need to do?

You will:

- ◆ express your idea or opinion clearly when you speak
- ◆ choose words that fit the topic and that your listeners understand
- ◆ use your voice to help your listeners understand you easily (for example, how quickly to speak and what tone of voice to use)
- ◆ use your body language to help the way you speak (for example, by smiling and using gestures)

Your tutor will offer you time to practise your speaking skills.

## How do I get this Unit?

You will need to show that you have all the skills in the Unit.

You will speak about a topic to one or more people.

Your tutor might watch and listen to you speaking and note what you have done. You might also be recorded.

## What might this involve?

Here are examples of some things you might do:

- ◆ agree or disagree with another person about a familiar topic
- ◆ give your name, address and telephone number to another person
- ◆ tell a very simple joke
- ◆ explain why it would be difficult to change the date of a meeting
- ◆ ask a workmate to collect things from a workroom store

## What can I do next?

You could move on to the other Communication Units at SCQF level 2:

- ◆ Communication: Listening
- ◆ Communication: Reading
- ◆ Communication: Writing

Once you have achieved the Units at SCQF level 2, you could move on to Communication Units at SCQF level 3. Your tutor can advise you about this.

## Guidance for tutors

For this Unit you should choose a very simple oral communication lasting around one minute. The topic should be very simple and familiar to the learner from their personal, workplace, social, or educational experiences. There may be some weaknesses in the learner's use of vocabulary, grammar, verbal, and non-verbal conventions, but these should not prevent communication with others.

**Note:** Learners must prove that they can do the whole of the task at one time. They should not gather evidence from different situations for different parts of the task.

Further guidance is available in the accompanying Assessment Support Pack.

## Disabled learners and/or those with additional support needs

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## ADMINISTRATIVE INFORMATION

### Core Skills

This Unit is part of a suite of four Units that when completed give automatic certification of the Core Skill of Communication at SCQF level 2. The other Units in this suite are:

Communication: Listening at SCQF level 2

Communication: Writing at SCQF level 2

Communication: Reading at SCQF level 2



### Credit value

1.5 SCQF credit points (0.25 SQA credits) at SCQF level 2

**Unit code:** F3GP 08  
**Superclass:** KB  
**Publication date:** August 2009  
**Source:** Scottish Qualifications Authority  
**Version:** 02

**Helpdesk:** 0845 279 1000  
**Fax:** 0845 213 5000  
**E-mail:** [customer@sqa.org.uk](mailto:customer@sqa.org.uk)  
**Website:** [www.sqa.org.uk](http://www.sqa.org.uk)

<b>Optima Building</b>	<b>Ironmills Road</b>
58 Robertson Street	Dalkeith
Glasgow	Midlothian
G2 8DQ	EH22 1LE

© Scottish Qualifications Authority 2009