



**PASS** Functional Skills

# How to Pass Your SLC

Functional Skills English Level 1

# SoS Points



There are **8 skills** you need to show the examiner when you are in your SLC exam. These are called SoS points, which stands for **Scope of Study**.

**Make sure that you demonstrate all eight of these skills to the examiner, as they will determine whether you pass the exam.**

**1** Identify relevant information and lines of argument in explanations or presentations.

**2** Make requests and ask relevant questions to obtain specific information in a range of contexts.

**3** Respond effectively to detailed questions.

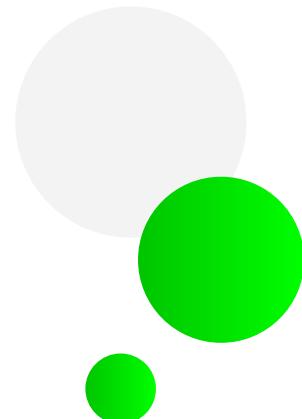
**4** Communicate information, ideas and opinions clearly and accurately on a range of topics.

**5** Express opinions and arguments and support them with evidence.

**6** Follow and understand discussions and make contributions relevant to the situation and subject.

**7** Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium.

**8** Respect the turn-taking rights of others during discussions, using appropriate language for interjection.



# Mark Scheme Breakdown



Let's take a look at the official mark scheme language and figure out what these skills mean for you.

1

Identify relevant information and lines of argument in explanations or presentations.

You need to demonstrate your ability to listen actively, understand key points and opinions, and build on others' ideas in discussions. This can be shown by making relevant comments and asking questions.

2

Make requests and ask relevant questions to obtain specific information in a range of contexts.

3

Respond effectively to detailed questions.

You need to be able to respond to questions asked to you by others. Your answers should be as detailed as possible and contain relevant information. Avoid responding with one-word answers, as this does not progress conversations.

4

Communicate information, ideas and opinions clearly and accurately on a range of topics.

Express your ideas and opinions clearly and confidently across various topics, ensuring your arguments are easy to understand. Strengthen your ideas further by providing reasons behind your opinion.

# Mark Scheme Breakdown



Let's take a look at the official mark scheme language and figure out what these skills mean for you.

5

Express opinions and arguments and support them with evidence.

You need to be able to clearly explain your points using evidence to make your arguments more convincing. You can do this using facts or personal experiences, for example.

6

Follow and understand discussions and make contributions relevant to the situation and subject.

Speak clearly, logically, and politely. Make sure your contributions relate to the topic and closely link to arguments made by others.

7

Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium.

Use appropriate language to suit your audience. Avoid using slang and very informal language, as this will weaken your communication. Instead, be polite and clear in your approach.

8

Respect the turn-taking rights of others during discussions, using appropriate language for interjection.

Be respectful and avoid interrupting others when they are trying to contribute. Instead, make well-timed and appropriate interjections, rather than relying on others to lead the discussion.

# Do



We know there is a lot of information out there about your SLC, and it can all get a bit confusing! Here are our top tips of what you **should do** for your exam.

## Think about what you might want to talk about beforehand.

You will be given the task in advance, so use this to help you.

## Practise your talking skills if you feel nervous.

Talk to a teacher, tutor, friend or family member, as this will help take away some of the nerves on the day.

## Try to show that you are actively engaging in conversations by looking up instead of down at the floor.

If you struggle with eye contact, show this in other ways, such as using body language!

## Use the prompts you are given.

At points in your assessment, you may be given questions to think about for the next part. Use these as starting points if you feel stuck.

## Ensure that you contribute meaningfully to conversations taking place.

If you think that you have run out of things to say, try and ask questions to keep the conversation going.



# Don't



Now, here is a list of things that you should **avoid** for your SLC.

## **Just repeat questions or opinions others have said.**

This won't show the examiner that you can communicate effectively.

## **Use a rude tone or language towards the other group members.**

You may be passionate, but you will not be showing good communication skills if you are inconsiderate or insensitive.

## **Just talk about your idea.**

Instead, show that you have listened to and understood what has been said by adapting your ideas to involve other people's opinions.

## **Simply read off notes you have prepared.**

Remember that the exam tests your speaking and not your reading ability.

## **Dominate the conversation or talk over other people.**

Whilst it is important to say enough in the exam, remember that others are also being assessed. Try to leave room for them to demonstrate their skills too.



# SLC Structure



You will be sent a specific topic along with detailed instructions in advance, giving you enough time to prepare effectively.

## Pre-Exam

If you are taking your exam online, it will most likely be held on video communication platforms like Zoom or Microsoft Teams, so make sure you are familiar with how to use them. SLC assessments are also conducted in groups, typically consisting of 3–5 participants.

The invigilator will perform security checks with everyone to ensure the exam environment is suitable.

### Make sure that:

- Your mobile phone is off and out of reach and other potential distractions are removed
- There is nobody else in the room and that the doors are closed
- Your device is on charge or has sufficient battery
- You have everything needed to do the exam (e.g. blank paper, pen, water)

# SLC Structure



## Tasks

You will usually be given 2–3 tasks in your Level 1 SLC exam depending on the exam board.

### This could include:

- Two discussions
- One presentation and one discussion
- One presentation and two discussions

You will be given one or two breaks during the exam, so use this time wisely and try to prepare for the next task! You may be given discussion prompts to guide you, so make full use of them to help you come up with some ideas.

### When preparing a presentation, make sure:

- It covers all parts of the topic provided
- It meets the required length of time

You can create a PowerPoint, use paper notes, or do both – it's entirely up to you! You won't be marked on the visual aspects of your presentation, so choose the option that works best for you.

#### Note:

The structure of the SLC exam may vary depending on your exam board. Make sure to carefully read all instructions provided by your exam board so you fully understand what is required.

Good Luck  
In Your Exams

