



**PASS** Functional Skills



# How to Pass Your SLC

Functional Skills English Level 2



# SoS Points



There are **10 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 ten of these skills to the examiner, as they will determine whether you pass the exam.**

- 1** Identify relevant information from extended explanations or presentations.
- 2** Follow narratives and lines of argument.
- 3** Respond effectively to detailed or extended questions and feedback.
- 4** Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts.
- 5** Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required.
- 6** Express opinions and arguments and support them with relevant and persuasive evidence.
- 7** Use language that is effective, accurate and appropriate to context and situation.
- 8** Make relevant and constructive contributions to move discussions forward.
- 9** Adapt contributions to suit audience, purpose and medium.
- 10** Interject and redirect discussions using appropriate language and register.

# 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 from extended explanations or presentations.

You need to demonstrate that you can listen carefully, identify the key points, and show that you fully understand their message. This can be met by asking relevant questions.

2

Follow narratives and lines of argument.

3

Respond effectively to detailed or extended questions and feedback.

When you are asked a question, make sure you fully understand the information the person is asking for. Include as much detail as possible and be thoughtful when answering.

4

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

Try to ask original and specific questions to a range of different people in order to show that you understand the ideas presented. Avoid clarifying stated information!

# Mark Scheme Breakdown



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

5

Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required.

Speak clearly, logically, and engagingly, showing a good knowledge of your subject. Speak directly to the other group members and avoid focusing too much on any notes you may have.

6

Express opinions and arguments and support them with relevant and persuasive evidence.

8

Make relevant and constructive contributions to move discussions forward.

7

Use language that is effective, accurate and appropriate to context and situation.

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.

To help progress conversations, focus on making helpful comments on a range of ideas. Instead of simple statements, provide relevant details and ask thoughtful questions to encourage further discussion.

# Mark Scheme Breakdown



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

**9**

Adapt contributions to suit audience, purpose and medium.

Ensure that your contributions are tailored to what is being said or asked. This shows that you are actively listening and responding appropriately to the conversation.

**10**

Interject and redirect discussions using appropriate language and register.

You need to show that you can confidently share your ideas without relying on others to prompt you. At the same time, be respectful and avoid interrupting others when they are trying to contribute.

# 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 presentation 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 2 SLC exam depending on the exam board.

### This could include:

- 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

