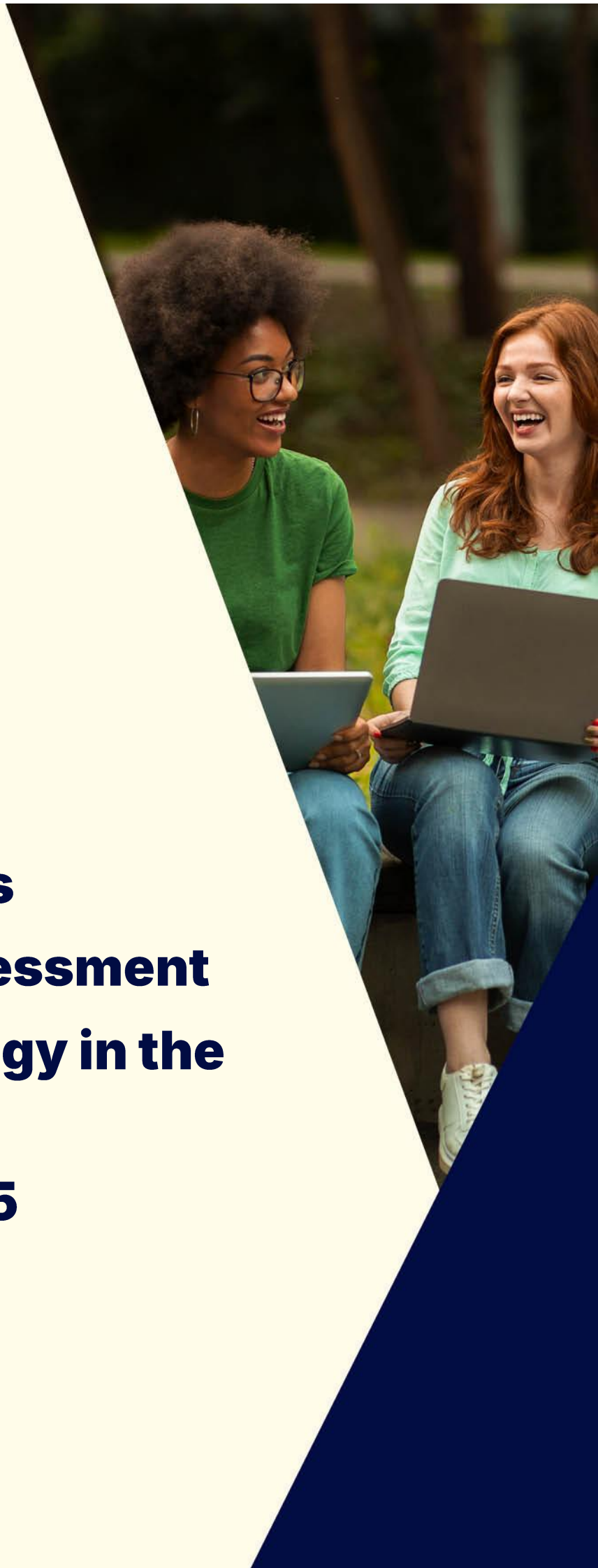
Functional Skills



Functional Skills

Level 1 SLC Assessment

Topic: Technology in the Workplace

Version 2.1 2025

Level 1 Functional Skills Qualification in English:

Speaking, Listening and Communicating (SLC)

Assessment Theme: Technology in the Workplace

Scenario:

In today's world, we are surrounded by technology everywhere we go, especially when we are working. Think about how technology affects us at work. Is it good or bad? Are we using it too much, and could this be making it hard for us to keep important skills and behaviours that we need?

You will need

- a pen or a pencil
- appropriate note paper

Time allowed: 20-30 minutes (with scheduled break)

There are two tasks to be completed:

- Task 1
  - 1A – Presentation
  - 1B – Question and Answer
- Task 2 – Group Discussion

You will be given 2 hours of preparation time to prepare a presentation of 5-7 minutes.

There will be 3-5 minutes permitted in Task 1B to allow for questions and answers.

If you are completing both tasks in one session then there will be a break of 10 minutes after Task 1B.

10-15 minutes will be scheduled for Task 2 Group Discussion

Task 1A: Presentation (5-7 minutes)

Instructions

You will be assessed against:

- identify relevant information and lines of argument in explanations or presentations
- make requests and ask relevant questions to obtain specific information in different contexts
- respond effectively to detailed questions
- communicate information, ideas and opinions clearly and accurately on a range of topics
- express opinions and arguments, and support them with evidence
- follow and understand discussions and make contributions relevant to the situation and subject
- use appropriate phrases and registers, and adapt contributions to take account of purpose, audience and medium
- respect the turn-taking rights of others during discussions, using the appropriate language for interjections

Presentation topics

Select an appropriate topic with the assessor from the list.

Topic list:

- How Social Media Can Be Useful at Work
- Working from Home: Is It a Good Thing?
- Technology: Helping People with Disabilities and Learning Difficulties
- Getting Better at Work with Technology
- Artificial Intelligence: How It Helps Us at Work

Instructions for end of task

After 5-7 minutes the presentation will be brought to a close.

The assessor will inform you of the next part of the task, in which you will be required to answer questions from the audience on your presentation.

Task 1B: Question and Answer (3-5 minutes)

Instructions

You will be assessed against:

- identify relevant information and lines of argument in explanations or presentations
- make requests and ask relevant questions to obtain specific information in different contexts
- respond effectively to detailed questions
- communicate information, ideas and opinions clearly and accurately on a range of topics
- express opinions and arguments, and support them with evidence
- follow and understand discussions and make contributions relevant to the situation and subject
- use appropriate phrases and registers, and adapt contributions to take account of purpose, audience and medium
- respect the turn-taking rights of others during discussions, using the appropriate language for interjections

Question and answer session

Once your presentation has finished, you will invite questions from the audience on the topic. You should react and respond accordingly to each question offered by the audience.

During the presentation, all audience members will provide at least one relevant question to ask in this session. Questions are only to be asked at the end of the presentation.

The assessor will bring the question and answer session to a close after a maximum of five minutes and the assessor will give a time warning if necessary.

Task 2: Discussion (10-15 minutes)

Instructions

You will be assessed against:

- identify relevant information and lines of argument in explanations or presentations
- make requests and ask relevant questions to obtain specific information in different contexts
- respond effectively to detailed questions
- communicate information, ideas and opinions clearly and accurately on a range of topics
- express opinions and arguments, and support them with evidence
- follow and understand discussions and make contributions relevant to the situation and subject
- use appropriate phrases and registers, and adapt contributions to take account of purpose, audience and medium
- respect the turn-taking rights of others during discussions, using the appropriate language for interjections

Discussion topic

Title: Discuss the dangers of using technology in the workplace and agree the three biggest dangers that people should be aware of.

Aim: The group should aim to reach a consensus about the potential dangers of using technology in the workplace or within their respective areas of study and explore how these dangers could be prevented. They must identify three dangers relevant to their workplace/area.

Instructions

Following Task 1A and Task 1B, you will be required to take part in a group discussion (identified above). During the discussion, you are required to ask relevant questions and encourage natural conversation to obtain specific, pertinent information and achieve any outlined goals.

Assessors will make limited interventions into the discussion.

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