Functional Skills



Functional Skills
Level 2 SLC Assessment
Topic: Workplace Environment
Version 2.2 2025

Level 2 Functional Skills Qualification in English:

Speaking, Listening and Communicating (SLC)

Assessment Theme: Workplace Environment

Scenario:

As we navigate through our lives, we dedicate a significant portion of our time to work or academic pursuits. The quality of the environments in which we engage in these activities influences our ability to succeed. How does the workplace or study environment shape our productivity and overall well-being?

Consider the key components that foster collaboration, creativity, and job satisfaction. What distinguishes a positive workplace from a negative one, and is there a universally accepted definition of an optimal workspace or does it vary among individuals?

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 from extended explanations or presentations
- follow narratives and lines of argument
- respond effectively to detailed or extended questions and feedback
- make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts
- communicate information, ideas and opinions clearly and effectively, providing further detail and development if required
- express opinions and arguments, and support them with relevant and persuasive evidence
- use language that is effective, accurate and appropriate to the context and situation
- make relevant and constructive contributions to move a discussion forward
- adapt their contributions to suit the audience, purpose and medium
- interject and redirect a discussion using appropriate language and register

Presentation topics

Select an appropriate topic with the assessor from the list.

Topic list:

- Challenges and solutions in remote work
- Working within a team vs solo working
- Leadership styles and their impact in a workplace environment
- Work-life balance as a productivity booster
- Creating a positive workplace environment

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 from extended explanations or presentations
- follow narratives and lines of argument
- respond effectively to detailed or extended questions and feedback
- make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts
- communicate information, ideas and opinions clearly and effectively, providing further detail and development if required
- express opinions and arguments, and support them with relevant and persuasive evidence
- use language that is effective, accurate and appropriate to the context and situation
- make relevant and constructive contributions to move a discussion forward
- adapt their contributions to suit the audience, purpose and medium
- interject and redirect a discussion using appropriate language and register

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 from extended explanations or presentations
- follow narratives and lines of argument
- respond effectively to detailed or extended questions and feedback
- make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts
- communicate information, ideas and opinions clearly and effectively, providing further detail and development if required
- express opinions and arguments, and support them with relevant and persuasive evidence
- use language that is effective, accurate and appropriate to the context and situation
- make relevant and constructive contributions to move a discussion forward
- adapt their contributions to suit the audience, purpose and medium
- interject and redirect a discussion using appropriate language and register

Discussion topic

Title: What do you think are the most important skills to have in the workplace/in your area of study? How can these skills be gained or improved upon?

Aim: The group should aim to reach a consensus about most important skills required in the workplace or within their respective areas of study, considering both technical expertise and soft skills, and explore how these skills contribute to individual and collective success in professional and academic settings. They must identify three important skills 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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