

Functional Skills Speaking test

Task 1: It is an independent speaking session.

Learners should be given a time limit of **five to six minutes** to complete this task. 3 to 4 minutes for **INDEPENDENT TALK** and 1 to 2 minutes for **question answer**. This is not a **DISCUSSION** task but an independent speaking test of the student.

Task 2: This is mainly a short discussion session.

Learners should be aware that this task will remain for **10 to 15 minutes**. (**speaking and listening** to be held within a one-hour window of time). **It is recommended to the student to start the topic and speak at least 5 minutes independently**, later rest of the group lead the discussion with their output/opinion and may ask short questions from the students.

TIPS TO PREPARE FOR THE TEST.

- Pick something you know a lot about or are prepared to research.
- Gather information from the internet, books and your own knowledge.
- Think where your information will need to go in your presentation. At the start, middle or end?
- Using PowerPoint is not compulsory but it can help you organise what you are going to say.
- **Time yourself to speak independently for at least 4 minutes in Task 1 and 5 minutes in Task 2.**
- Be prepared to answer questions in the Q&A discussion afterwards.
- Be calm and confident / speak clearly / use appropriate language.
- You can use your own personal experience to support your views, arguments and opinions.
- Make sure you research a variety of perspectives / arguments so your views are challenging and not one-sided. This will help the discussion flow. Talk about different impacts.
- You must contribute to the discussion throughout so I can mark you and you can pass.
- Be calm, speak clearly / confidently.
- Use appropriate language.

- Make sure your points are understood by speaking clearly using complete sentences.
- Using the correct vocabulary and tone is also crucial as it shows you understand the register of the conversation.
 - Small notes are useful when presenting, but DO NOT read off a script.

This is important!

- It is important to elaborate on your points in order to back them up even more and provide further evidence. However, remember to keep it relevant!

Things to avoid in a group discussion include:

- interruption - except maybe to show agreement, eg "Yes, I see"
- cutting people off mid-sentence.
- talking over other people.
- breaking off into mini-discussions within a big group.
- don't speak too quickly, quietly, or loudly as this could affect the flow of effective communication.

Some helpful topics are:

1. How can we keep children safe?
2. Should all jobs should be enjoyable?
3. How can we stay healthy?
4. Does action speak louder than words?
5. Does practice make men perfect?
6. Does action speak louder than words?
7. Should we always share what we have?
8. Should we always keep learning?
9. Is failure part of success?
10. Can money buy happiness?
11. How does travelling change us?
12. Do Children really understand the dangers of internet?
13. How Covid has impacted on our daily life routines!
14. Passive smoking is harmful.
15. War is the best option to solve international disputes.
16. Hard work or smart work - Which is the best?
17. Soft skills matter more than technical skills - Agree or Disagree
18. What are the real causes of violence and bullying in Schools?
19. Lessons for the world from the COVID-19 pandemic.
20. The impact of the 'Internet of Things (IoT)' on our lives.
21. Communalism and its impact on social cohesion.
22. The major causes of poverty.
23. Criticism is good.
24. Every cloud has a silver lining.
25. Does dress code matter a lot at educational institutions?

26. Should schoolchildren be allowed to use mobile phones?

27. Which one is more important - Creativity or Knowledge?

28. E-learning - Pros & Challenges

29. The impact of technology on jobs.

30. Can Artificial intelligence replace Human intelligence?

31. The impact of Coronavirus on the Environment.