

Centre Name: _____ Centre Number:

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Candidate Name: _____ Candidate Number:

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Key Skills Unit: **Communication** Key Skills Level: **2**

Component C2.1 b Give a talk of at least 4 minutes.

Additional Evidence Included:

Location of Evidence:

Subject and Purpose of Talk:

Did the Candidate:	Yes / No	Examples of HOW the candidate did this
C2.1b.1 Speak clearly in a way that suits subject, purpose and situation	<input type="checkbox"/> <input type="checkbox"/>	
C2.1b.2 Keep to the subject and structure their talk to help listeners follow what they were saying	<input type="checkbox"/> <input type="checkbox"/>	
C2.1b.3 Use appropriate ways to support their main points	<input type="checkbox"/> <input type="checkbox"/>	
Use image* effectively to convey information in their talk	<input type="checkbox"/> <input type="checkbox"/>	

**Image must be used effectively at least once at this level to meet the standard.*

ASSESSOR'S DECLARATION: I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all requirements for certification for this Key Skill.

Assessor's Name: _____ Candidate's name: _____

Assessor's Signature: _____ Candidate's signature: _____

Date: _____ Date: _____