Choose grammar and suitable lexis, i.e. words to express meaning and suit the genre and situation

Speak clearly to be understood, with comprehensible pronunciation

Choose and use words that express number and maths language, to suit the genre and situation

> React to what has been heard and respond, or take relevant action, clarifying if necessary

Recognise and use suitable discourse features and conventions for the genre and situation (including the relationship between communicators), e.g. conversation with friends, presentation to work audience, discussion at a meeting

Recognise and use level of formality or register to suit the genre and situation

Make sense of spoken language Listen for general gist

What's involved in ... speaking

Make relevant contributions to a discussion (for more information on discussion go to 'Taking part in meetings')

Use conventions and phrases for turn-taking, interrupting and changing the topic as appropriate to the situation

What's involved in ... listening

Listen for specific information

What's involved in ... speaking and listening

This diagram indicates what is typically involved in many types of speaking and listening tasks at all levels.

The purpose of the diagram is to show:

- how different aspects of speaking and listening are integrated within speaking and listening tasks
- that some numeracy-related skills may also be needed for speaking and listening tasks.

The diagram is not task specific; what's involved in an actual speaking and listening task will be specific to that task and will also be shaped by the purpose for speaking and listening and how the person approaches the task.

Teachers may find this diagram useful:

- when carrying out ongoing assessment in relation to specific speaking and listening tasks, i.e. to identify learners' strengths and areas for improvement
- to identify what is involved in speaking and listening tasks in all contexts and use this information to inform programme planning.

Further useful information can be found in the <u>ESOL</u> and <u>Literacy Progression Overview</u>, which show how speaking and listening progress across the levels in the ESOL and Literacy curricula, and in the vocational contexts, which shows some examples of typical contexts for speaking and listening.