



focus

# Communication progression



ASDAN

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# Welcome

You are starting a module called  
**Communication: progression**

As you work through the activities in this module you will be asked to:

- speak
- listen
- record
- write
- make choices
- make things

You may be asked to:

- use a computer
- use a telephone

You may choose to sign your answers.

Your evidence may include:

- photographs
- work done on a computer
- sound/video recordings
- completed worksheets

As you complete each activity, you or your mentor can tick the box alongside the activity and the corresponding box on the **Record of progress** (pages 4-5).

When you have finished this module, remember to complete the **Review** and **Next steps** sections at the end of the book.

# Record boxes

At the end of each section you will find a page of record boxes:

Your mentor can use this box to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.

This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.

Activity:

Comments:  
Mentor/Supervisor/Candidate

Skills:

Evidence ref:

Mentor/Supervisor  
signature:

Date:

This box highlights skills you have used well. For example: communication, numeracy, using ICT, teamwork, coping with problems, learning.

Your mentor will sign and date these boxes when all the other boxes have been filled in.

This box shows where the work is filed in your ring binder (or elsewhere).

# Section 1: Speaking and listening

## In my centre

1

Introduce yourself to one other person or to your group.

Include, for example:

- your name
- where you live
- your favourite food
- foods you dislike
- other

Listen to someone else sharing details about themselves.

Ask a question to find out more information. For example:

- do they have any pets?
- do they have any brothers and sisters?
- what are their hobbies/interests?

What did you find out? Tell someone.

2

Tell someone about your favourite TV programme.

For example:

- what the programme is called
- what the programme is about
- what happened in the last episode
- what might happen next

Listen to another person talk about their favourite TV programme.

Ask a question to find out more information.

3

Tell someone about your hobbies and interests.

Ask someone about their hobby or interest.

Did they answer your question?

Would you like to try their hobby or interest?

Using magazines or the Internet, make a poster showing different hobbies/interests.



# Section 1: Speaking and listening

## In my centre

Activity:

Comments:  
Mentor/Supervisor/Candidate

Sample

Skills:

Evidence ref:

Mentor/Supervisor  
signature:

Date:

# Section 18

## Project

In this section you can choose your own activity.

Here are some ideas:

- Show you can use a new facility
- Learn to use a new piece of ICT equipment/computer program to help you to improve your speaking/reading/writing skills
- Learn something new from a food label or food packaging
- Other

1

Decide what your project will be.

2

Plan your project.

3

Make a list of the things you need.

4

Do your project.

5

Show what went well in your project.



# Section 18 Project

Activity:

Comments:  
Mentor/Supervisor/Candidate

Sample

Skills:

Evidence ref:

Mentor/Supervisor  
signature:

Date:



## Other modules in the Focus series:

Getting started	FOCUS01
Communication: introduction	FOCUS02
Horticulture	FOCUS04
Independent living	FOCUS05
Meal preparation and cooking	FOCUS06
Money	FOCUS07
Numeracy: introduction	FOCUS08
Numeracy: progression	FOCUS09
Using computer technology	FOCUS10
Using leisure time	FOCUS11
Using transport	FOCUS12



FOCUS03/1