



Speaking and Listening

Reading

Writing

Towards Independence

Developing Communication Skills:

Progression

Name:

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This module has been developed as the result of collaborative work between ASDAN and practitioners delivering the Towards Independence programme. Our thanks go to all those who contributed to the development of these materials.

Welcome

You are starting a module called

Developing Communication Skills: Progression

In doing the activities in this module you will be asked to:

- say
- show
- choose
- make things

You can say things by talking or signing, or by using any other means to let someone know what you want to say.

You can choose and show things by using:

- pictures
- digital recording
- other means
- photographs
- computer

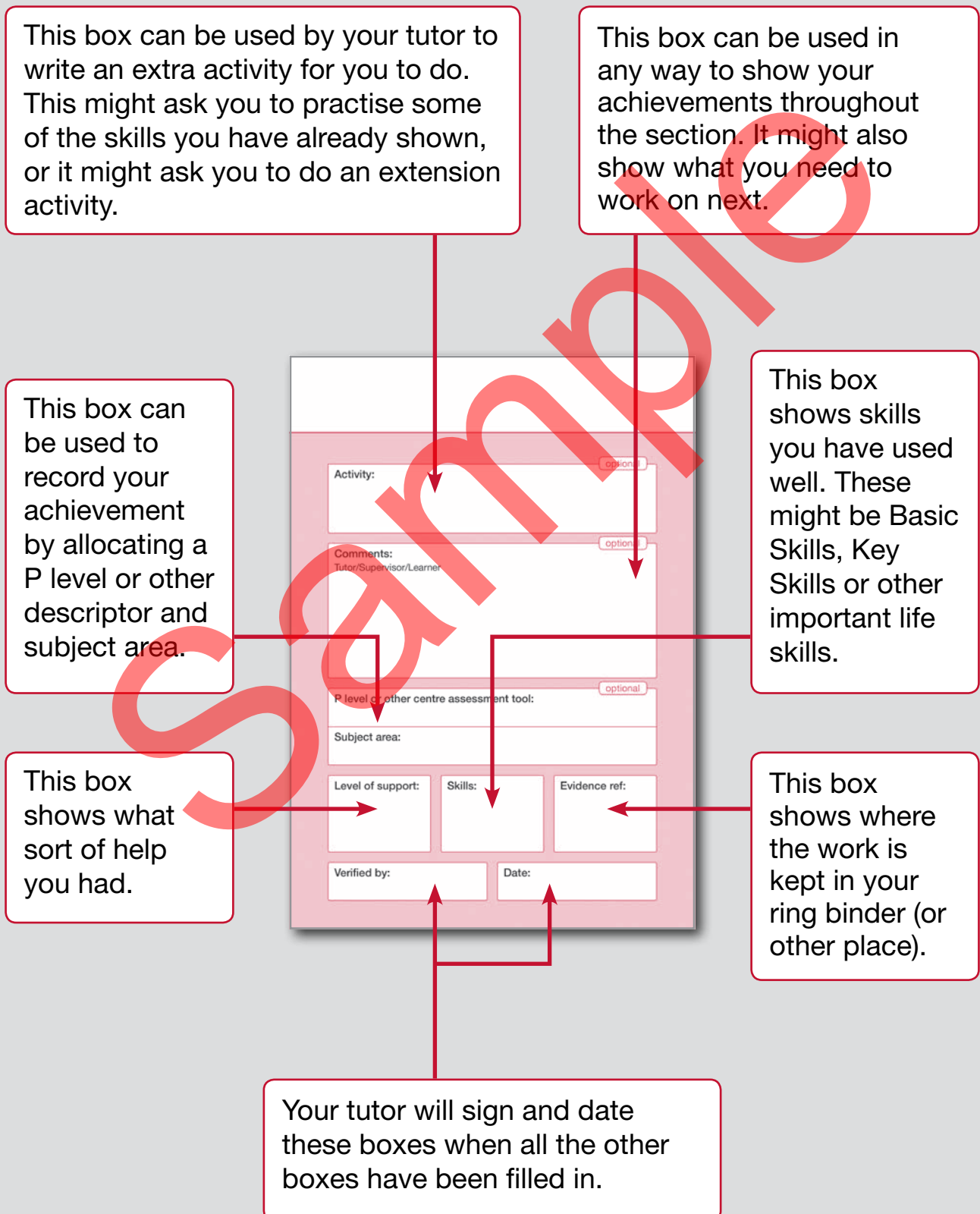
or by telling someone else so they can write or do it for you. All the way through you can have as much help as you need.

As you complete each activity, you or your tutor can tick the box shown alongside the activity and the corresponding box on the **Record of Activities** page.

When you have finished the module, remember to complete the **Module Review** and **Next Steps** at the end of the book.

Record Boxes

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



Levels of Support

Ask your tutor to talk to you about these:



NH No Help – you can do things on your own



SH Spoken/Signed Help – you are helped by someone speaking or signing suggestions to you



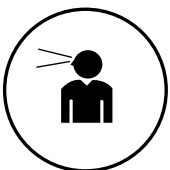
GH Gestural Help – you are helped by someone using hand signals or other gestural prompts



PH Physical Help – you are helped by someone holding you and/or helping you to move



SE Sensory Experience – you are given the opportunity of being involved through a sensory experience, e.g. hearing, touch, sight or taste



ER Experience Recorded – you are provided with an experience of the activity but are unable to take part

Section A (continued):

Speaking and listening: In my centre

- 3 Tell or show others in your group about your hobbies and interests.

Ask someone about their hobby or interest.

Make a poster using magazines or the Internet to show different hobbies and interests that you and other people enjoy.



Sample

Section A (continued):

Speaking and listening: In my centre

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Section E:

Speaking and listening: Using a telephone

1 Say why you need to make a call.

For example:

- because you are going to be late
- to book a taxi
- to make an appointment: hairdresser, dentist, doctor, other
- to place a food order
- other

2 Find the telephone number.

3 Dial the number.

4 When your call is answered, greet the person and give your name and address (if appropriate).

5 Give them your message.

6 Answer any questions.

7 At the end of your call give a farewell greeting.

8 Show you can use a telephone to talk to a friend.



Section E:

Speaking and listening: Using a telephone

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Section R:

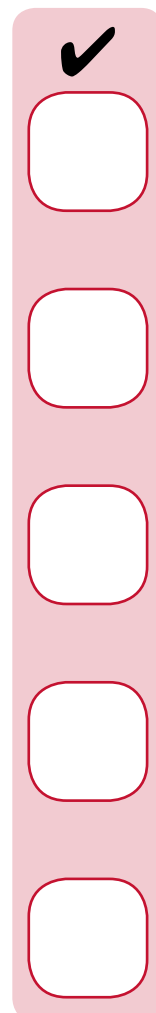
Project

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 or a computer program to help you to improve your speaking, reading or writing skills
- Show you have learnt 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.



A vertical pink bar on the right side of the page. At the top, there is a black checkmark. Below it are five empty rounded square checkboxes, each with a red border, arranged vertically.

Section R: Project

Activity: optional

Comments: optional
Tutor/Supervisor/Learner

P level or other centre assessment tool: optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Next Steps

My next challenge:

Activities and modules that will help:

Who can help me and when:

Remember to record that you have completed this module and review on the **Record Page** in your **Starting Out** module.

Learner signature:

Tutor/supervisor signature:

Date:



Sample



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