Essential Communication Skills

What you'll be studying

You will be studying City & Guilds Level 2 Essential Communication Skills. Topics that will be delivered include:

- Reading and summarising; extracting key points from 2 different texts
- Preparing for and participating in a group discussion on a given topic
- Preparing and delivering a 4-minute presentation
- Produce two documents of different types (e.g. letter, report, article, email, review.)
- Plan and draft writing before producing a final version, formatting for different audiences and purposes.
- Use grammar, punctuation, and spelling accurately throughout.

How you'll be studying

The course consists of 30 hours tutor delivered content with the expectation that a further 30 hours of self-study is undertaken. Each course is run twice per academic year, once commencing in November and the other commencing in June.

The November course is held over 15 weeks and consists of one, two-hour lesson per week. The June commencing course is held over 2½ weeks and consists of two full days study per week.

All lessons and assessments will take place remotely, via Microsoft Teams. However, the online confirmatory test ideally would be taken in person at Cardiff and Vale

College's Cardiff City Centre campus where technical support can be

provided.

Completing this assessment remotely is also possible for those who are unable to travel to Cardiff.

How you'll be assessed

The written assessment element of the qualification will not only examine your ability to make calculations, but also how you plan to tackle a problem, interpret information given and present your results and recommendations.

You will also be complete a second element of the qualification, which is an online, timed, multiple choice confirmatory test.

Both elements must be successfully passed to achieve the full qualification.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg