

Key Stage 3 Communication Ready Reckoner for Talking & Listening

Statutory Requirements	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Requirement 1 Listen to and take part in discussions, explanations, role plays and presentations (Listening and taking part)	Listen to and respond to what is heard Try to take on the role of someone else Participate in simple discussions Follow simple instructions	Listen to and understand main points of conversation Take part in role play and interact with others Listen to and carry out a series of simple instructions in sequence	Listen for specific information Understand and maintain a role	Listen attentively to all speakers and summarise what is heard Develop a role by adding own ideas	Listen to, identify and comment on relevant information and key points Make relevant contributions in different roles	Listen to and respond to complex information Identify implicit meaning Move discussion forward – <i>'Have you thought about...? Perhaps you should consider...'</i> Significant contributions in different roles	Listen to and respond to complex information Initiate discussion; more assured contributions Skilfully encourage participation of others Distinctive contributions in different roles
Requirement 2 Contribute comments, ask questions and respond to others' points of view (Comments, questions, responses)	Ask and answer simple questions Basic responses	Ask and answer appropriate questions Own ideas – more than one response Follow and contribute to discussions, taking turns	Ask how and why questions to extend understanding Follow main points and make contributions that show understanding	Ask questions about others' views and interact with others Make relevant contributions to widen discussions	Discuss own and others' ideas Ask questions to explore and develop ideas Summarise Highlight strengths and weaknesses in others' arguments	Valid contributions Clarify and challenge others showing sensitivity and empathy – <i>'Earlier you said ... but don't you think? I don't agree. I feel that ...'</i>	Understand and challenge the complexity of an issue Achieve consensus Persuade and synthesise showing perception
Requirement 3 Communicate information, ideas, opinions, feelings and imaginings, using an expanding vocabulary (Vocabulary)	Use vocabulary within own experience to describe thoughts and feelings	Use a general vocabulary to express thoughts, feelings and opinions	Use an expanding and interesting vocabulary Explain why they hold a point of view	Use an appropriate and relevant vocabulary Explain information, ideas and opinions clearly	Clear and developed reasons to justify ideas and opinions Relevant, precise vocabulary	Express and justify complex ideas and opinions Use evidence to support argument Carefully chosen, focused vocabulary	Synthesise evidence and information from a range of sources to support argument Sophisticated vocabulary
Requirement 4 Structure talk so that ideas can be understood by others (Structure)	Talk about own experiences so that others can understand	Talk about experiences in some detail and in an order that makes sense	Plan and sequence so that talk makes sense	Plan and sequence taking account of audience and purpose	Organise ideas logically	Demonstrate evidence of concise and effective planning	Structure – original, individual
Requirement 5 Speak clearly and adapt ways of speaking to audience and situation (Language techniques/tone intonation)	Speak audibly	Speak clearly	Try to vary expression – change tone	Appropriate tone, pace and volume , beginning to stress important words and phrases using emphasis	Use voice to maintain interest Appropriate range of language techniques – <i>'How would you feel if ...? I can not. I just can not ...'</i>	Use voice for effect Appropriate range of language techniques Appropriate degree of formality and tone	Use voice to create deliberate effect , and manipulate response Confident use of a wide range of language techniques Manipulate language to present complex information
Requirement 6 Use non-verbal methods to express ideas and engage with the listener (Non-verbal)	Make eye contact	Look interested – nod/shake head. Simple gestures , some facial expressions	Use body language – pose , gesture, facial expression – to get across a message	Use non-verbal methods – pose, gesture, facial expression, pause – to interest the audience	Use non-verbal methods – gesture, facial expression, eye contact – to maintain interest of audience	Use appropriate non-verbal methods to influence audience	Use a full range of non-verbal methods to manipulate audience