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| **Reception**  **45 minutes** | | | | | |
| **Part & Question Numbers** | **Can Do assessed** | **Functions** | **Example exponents** | **Task type** | **Other Details** |
| Part 1  1 – 5  5 mins | Can understand familiar names, words and very basic phrases for example on simple notices in most common everyday situations. | Understanding information  Inferring meaning from ellipted phrases (e.g. No smoking = do not smoke here) | Drinking water  No smoking  Toilets  Staff only | MCQ  5 items  5 signs. Learners identify the meaning of the sign by matching instruction with the sign from 3 options |  |
| Part 2  6 – 15  15 mins | Can ask and answer simple questions in areas of immediate need or on very familiar topics.  Can interact in a simple way provided the other person is prepare to assist and help me formulate what I’m trying to communicate. | Stating likes and dislikes  Stating preferences  Offering  Inviting  Requesting  Asking and answering questions about self and others  Telling the time  Requesting information  Apologising  Agreeing  Congratulating  Provide basic information  Reminding  Greetings  Farewells  Social exchanges  Making arrangements  Giving an opinion  Express doubt  Reassuring | Can I have…?  Please  I’d like…  Would you like (to)…  What’s your/the address…?  Are you/they? Is he/she?  Do you/we/they? Is he/she Are you?  Did you/they?  What do /what does?  Do you know…?  Sorry, I don’t know.  I’m sorry.  Okay / OK  Well done!  You can buy stamps at the post office.  Don’t forget…  Good morning/afternoon etc  Bye / Goodbye  Happy birthday!  See you tomorrow/on Wednesday  I think…  Well, I’m not sure.  Don’t worry (about)… | MCQ  10 items  Paired exchange (e.g. on whatsapp) with learners identifying the correct response from a choice of 3 options. |  |
| Part 3  16 – 20  5 mins | Can ask for or pass on personal details in written form (e.g. personal details such as filling in name, nationality and address on a hotel registration form). | Giving personal information in written form | First name:  Family name:  Date of birth:  Nationality:  Address:  Passport number: | Matching  5 items  Choosing from a list of information the correct information for each section of the form |  |
| Part 4  21 – 25  10 mins | Can get an idea of the content of simpler informational materials and short simple descriptions, especially if there is visual support. | Locating key information | Timetable  Store information  Brochure | Yes / No / Not Given  5 items  Learners identify whether a statement is correct or incorrect or whether information is not provided in a text. |  |
| Part 5  30 – 35  5 mins | Can interact in a simple way provided the other person is prepare to assist and help me formulate what I’m trying to communicate. | Word Order | See list for Part 2 | Scrambled sentences  5 items  Learners but sentences into the correct word order. |  |

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| **Production**  **45 minutes** | | | | | |
| **Part & Question Numbers** | **Can Do assessed** | **Functions** | **Example exponents** | **Task type** | **Other Details** |
| Part 6  36 – 45 | Can ask and answer simple questions in areas of immediate need or on very familiar topics.  Can interact in a simple way provided the other person is prepare to assist and help me formulate what I’m trying to communicate. | Stating likes and dislikes  Stating preferences  Offering  Inviting  Requesting  Asking and answering questions about self and others  Telling the time  Requesting information  Apologising  Agreeing  Congratulating  Provide basic information  Reminding  Greetings  Farewells  Social exchanges  Making arrangements  Giving an opinion  Express doubt  Reassuring | Can I have…?  Please  I’d like…  Would you like (to)…  What’s your/the address…?  Are you/they? Is he/she?  Do you/we/they? Is he/she Are you?  Did you/they?  What do /what does?  Do you know…?  Sorry, I don’t know.  I’m sorry.  Okay / OK  Well done!  You can buy stamps at the post office.  Don’t forget…  Good morning/afternoon etc  Bye / Goodbye  Happy birthday!  See you tomorrow/on Wednesday  I think…  Well, I’m not sure.  Don’t worry (about)… | Controlled writing  5 items  Paired exchange (e.g. on whatsapp) with learners writing the correct response. |  |

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| Part 7  46 - 50 | Can ask for or pass on personal details in written form (e.g. personal details such as filling in name, nationality and address on a hotel registration form). | Giving personal information in written form | First name:  Family name:  Date of birth:  Nationality:  Address:  Passport number: | Controlled writing  5 items  Completing a form (e.g. for a hotel, website membership etc) |  |
| Part 3  20 marks available (5 per question) | Can describe where I live and people I know in short simple phrases and sentences.  Can link words or groups of words with very basic linear connectors like *and, then or because*  Can write simple phrases and sentences about themselves and imaginary people, where they live and what they do | Describing people  Describing places  Talking about family relationships  Comparing things  Link simple ideas in written text using linear linkers  Talking about frequency  Describing hobbies/interests  Describing jobs  Describing abilities  Talk about your life and when things happened | How old…?  I am…he/she is…you/we/they are..  I/you/we/they have…  He/she has…  I/you etc. had  X is bigger than Y  X is the biggest….  And, but, because  Always/sometimes/often/never / every  I’m…  I like/enjoy…  I play/do…  I can/can’t…  I went…  I worked/studied | Controlled writing  Learners respond to a series of four questions on a website asking for them to provide information about themselves, their lives, hobbies etc.  e.g.  *Tell us about you and the place you live*  *Tell us about your family*  *Tell us about your hobbies* |  |