Key Skills – GCE English Literature

This Appendix offers detailed guidance on the Key Skills evidence that candidates might produce during their programme of study. It focuses on the evidence required to meet the criteria for the internally assessed Key Skills portfolio. For example, in producing work for assessment as evidence of C3.2 (Read and synthesise information from two extended documents about a complex subject. One of these documents should include at least one image.) a candidate is required to:

- select and read material that contains the information you need;

- identify accurately, and compare, the lines of reasoning and main points from text and images; and

- synthesise the key information in a form that is relevant to your purpose.

The Key Skills and Evidence Requirements below are quoted from the Part B of the QCA Key Skills specifications and, as such, are addressed to the candidate. The text below the Evidence Requirements is guidance for teachers about how the specification might be used to provide teaching and learning opportunities and/or assessment opportunities for the Key Skill.

For further information, teachers should refer to QCA's Key Skills specifications for use in programmes starting from September 2000.

For further information about the assessment and certification of Key Skills, teachers should contact OCR.

C3 Communication Level 3

The key skill of Communication is central to the study of English Literature, and **written communication** is assessed in each unit of the specification as an integral element of Assessment Objective 1 (*Communicate clearly the knowledge, understanding and insight appropriate to literary study, using appropriate terminology and accurate and coherent written expression*).

The weighting attached to AO1 in each unit is shown in the Assessment Grid in Section 3.1.

C3.1a *Contribute to a group discussion about a complex subject.*

Evidence requirements

(i) Make clear and relevant contributions in a way that suits your purpose and situation.

(ii) Listen and respond sensitively to others, and develop points and ideas.

(iii) Create opportunities for others to contribute when appropriate.

Possible opportunities

Opportunities exist throughout the specifications to contribute to discussions on complex subjects.

Units 2708 and 2710

Discussion of unseen passages of poetry for comment and appreciation in preparation for Units 2708 and 2710.

Unit 2713

Section A: Discussion of unseen passages of poetry, prose and drama for comment and appreciation within their literary and historical contexts.

Section B: Discussion of complex contextual areas - e.g. the poetry of Alexander Pope in relation to its age; contrasting perspectives on the Victorian novel.

C3.1b *Make a presentation about a complex subject, using at least one image to illustrate complex points.*

Evidence requirements

(i) Speak clearly and adapt your style of presentation to suit your purpose, subject, audience and situation.

(ii) Structure what you say so that the sequence of information and ideas may be easily followed.

(iii) Use a range of techniques to engage the audience, including effective use of images.

Possible opportunities

Opportunities exist throughout the specifications for candidates to make presentations.

Unit 2708

Making a presentation explaining the principles of the Ptolemaic System of astronomy to students studying Chaucer or Metaphysical Poetry (Unit 2708), with reference to a chart or diagram.

C3.2 *Read and synthesise information from two extended documents that deal with a complex subject. One of these documents should include at least one image.*

Evidence requirements

(i)   Select and read material that contains the information you need.

(ii)   Identify accurately, and compare, the lines of reasoning and main points from texts and images.

(iii)   Synthesise the key information in a form that is relevant to your purpose.

Possible opportunities

Opportunities exist throughout the specifications for candidates to read and synthesise information from extended documents.

Unit 2713

Preparing and researching material relevant to a chosen topic.

C3.3 *Write two different types of documents about complex subjects. One piece of writing should be an extended document and include at least one image.*

Evidence requirements

(i)   Select and use a form and style of writing that is appropriate to your purpose and complex subject matter.

(ii)   Organise relevant information clearly and coherently, using specialist vocabulary when appropriate.

(iii)   Ensure your text is legible and your spelling, grammar and punctuation are accurate so your meaning is clear.

Possible opportunities

Opportunities exist throughout the specifications for candidates to produce written documents about complex subjects.

Units 2709 and 2711

Candidates will write extended documents in these units.

IT3   IT Level 3

You must:

Plan and carry through at least one substantial activity that includes tasks for IT3.1, IT3.2 and IT3.3.

IT 3.1 *Plan, and use different sources to search for, and select, information required for two different purposes.*

Evidence

(i)   Plan how to obtain and use the information required to meet the purpose of your activity.

(ii)   Choose appropriate sources and techniques for finding information and carry out effective searches.

(iii) Make selections based on judgements of relevance and quality.

Possible opportunities

Opportunities for C3.2 throughout the specifications include ones for IT sources to be used.

Unit 2707

Using the internet and CD-Rom to research background material for the study of Shakespeare.

IT 3.2 *Explore, develop, and exchange information and derive new information to meet two different purposes.*

Evidence requirements

(i)   Enter and bring together information in a consistent form, using automated routines where appropriate.

(ii)   Create and use appropriate structures and procedures to explore and develop information and derive new information.

(iii) Use effective methods of exchanging information to support your purpose.

Possible opportunities

Not applicable to these specifications.

IT 3.3 *Present information from different sources for two different purposes and audiences. Your work must include at least one example of text, one example of images and one example of numbers.*

Evidence requirements

(i)   Develop the structure and content of your presentation using the views of others, where appropriate, to guide refinements.

(ii)   Present information effectively, using a format and style that suits your purpose and audience.

(iii) Ensure your work is accurate and makes sense.

Possible opportunities

Opportunities exist throughout the specifications for candidates to produce classwork or coursework using IT.

Units 2709 and 2711

Producing coursework provides candidates with the opportunity to present it using IT.

WO3 Working with Others Level 3

You must:

Provide at least one substantial example of meeting the standard for WO3.1, WO3.2 and WO3.3 (you must show you can work in both one-to-one and group situations).

WO3.1 *Plan complex work with others, agreeing objectives, responsibilities and working arrangements.*

Evidence requirements

(i)   Agree realistic objectives for working together and what needs to be done to achieve them.

(ii)   Exchange information, based on appropriate evidence, to help agree responsibilities.

(iii)   Agree suitable working arrangements with those involved.

Possible opportunities

There may be many opportunities for group work in preparation for assessment throughout the course.

Unit 2713

Planning a collaborative project to research aspects of a topic selected.

WO3.2 *Seek to establish and maintain co-operative working relationships over an extended period of time, agreeing changes to achieve agreed objectives.*

Evidence requirements

(i)   Organise and carry out tasks so you can be effective and efficient in meeting your responsibilities and produce the quality of work required.

(ii)   Seek to establish and maintain cooperative working relationships, agreeing ways to overcome any difficulties.

(iii)   Exchange accurate information on progress of work, agreeing changes where necessary to achieve objectives.

Possible opportunities

Unit 2713

Developing and completing a project relevant to a chosen topic.

WO3.3 *Review work with others and agree ways of improving collaborative work in the future.*

Evidence requirements

(i)   Agree the extent to which work with others has been successful and the objectives have been met.

(ii) Identify factors that have influenced the outcome.

(iii) Agree ways of improving work with others in the future.

Possible opportunities

Unit 2713

Evaluating the success of a project.

LP3   Improving Own Learning and Performance Level 3

You must:

Provide at least one substantial example of meeting the standard for LP3.1, LP3.2 and LP3.3.

LP3.1   *Agree targets and plan how these will be met over an extended period of time, using support from appropriate people.*

Evidence requirements

(i)   Seek information on ways to achieve what you want to do, and identify factors that might affect your plans.

(ii)   Use this information to agree realistic targets with appropriate people.

(iii)   Plan how you will effectively manage your time and use of support to meet targets, including alternative action for overcoming possible difficulties.

Possible opportunities

Candidates might be encouraged throughout the course to set targets to improve their learning and performance.

Unit 2709

Planning a programme of reading and assignments in preparation for submitting a folder of coursework.

LP3.2   *Take responsibility for your learning by using your plan, and seeking feedback and support from relevant sources, to help meet targets.*

Improve your performance by:

studying a complex subject;

learning through a complex practical activity;

further study or practical activity that involves independent learning.

Evidence requirements

(i)   Manage your time effectively to complete tasks, revising your plan as necessary.

(ii)   Seek and actively use feedback and support from relevant sources to help you meet your targets.

(iii)   Select and use different ways of learning to improve your performance, adapting approaches to meet new demands.

Possible opportunities

Unit 2709

Using the plan described for use, as above; using IT resources to extend the range of learning opportunities.

LP3.3 *Review progress on two occasions and establish evidence of achievements, including how you have used learning from other tasks to meet new demands.*

Evidence requirements

(i)   Provide information on the quality of your learning and performance, including factors that have affected the outcome.

(ii)   Identify targets you have met, seeking information from relevant sources to establish evidence of your achievements.

(iii)   Exchange views with appropriate people to agree ways to further improve your performance.

Possible opportunities

Unit 2709

During work in progress on the preparation of material for the coursework folder.