



focus

# Communication introduction



ASDAN

# Contents

Welcome	1
Record boxes	2
Notes for mentors	3
Record of progress	4
<b>Activities</b>	
• Section 1 Speaking and listening: In my centre	6
• Section 2 Speaking and listening: Going shopping	8
• Section 3 Speaking and listening: Eating out	12
• Section 4 Speaking and listening: Using technology	14
• Section 5 Introducing reading: Working with books	16
• Section 6 Introducing reading: Signs and labels	18
• Section 7 Introducing reading: Using printed information	22
• Section 8 Introducing writing: Names	24
• Section 9 Introducing writing: Group work	26
• Section 10 Introducing writing: Popular culture	28
• Section 11 Project	32
Review	34
Next steps	35

# Welcome

You are starting a module called  
**Communication: introduction**

As you work through the activities in this module you will be asked to:

- speak
- listen
- record
- write
- make choices
- make things

You may be asked to:

- use a computer
- use a telephone

You may choose to sign your answers.

Your evidence may include:

- photographs
- work done on a computer
- sound/video recordings
- completed worksheets

As you complete each activity, you or your mentor can tick the box alongside the activity and the corresponding box on the **Record of progress** (pages 4-5).

When you have finished this module, remember to complete the **Review** and **Next steps** sections at the end of the book.

# Record boxes

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

Your mentor can use this box to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.

This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.

Activity:

Comments:  
Mentor/Supervisor/Candidate

Skills:

Evidence ref:

Mentor/Supervisor  
signature:

Date:

This box highlights skills you have used well. For example: communication, numeracy, using ICT, teamwork, coping with problems, learning.

Your mentor will sign and date these boxes when all the other boxes have been filled in.

This box shows where the work is filed in your ring binder (or elsewhere).

# Section 1: Speaking and listening

## In my centre

1

Show/tell others in your group what you like to do in your centre.



2

Answer questions about what you have said.

3

Listen to others as they show/tell you what they like to do in your centre.

4

Working with a partner, show/tell your partner about your favourite activity.

5

Listen to your partner as they show/tell others about their favourite activity.

6

In the familiar situation of your centre, listen and respond to simple greetings and requests.

7

Show that you can communicate with a familiar person to share:

- something you like
- something you dislike
- a feeling

8

Show how you would greet the following people in your centre:

- someone in charge
- your best friend
- a bus/taxi driver/escort

# Section 1: Speaking and listening

## In my centre

Activity:

Comments:  
Mentor/Supervisor/Candidate

Sample

Skills:

Evidence ref:

Mentor/Supervisor  
signature:

Date:

# Section 11

## Project

In this section you can choose your own activity.

Here are some ideas:

- Make a photo book about yourself.  
Write, copy or trace words/captions under the photos.
- Learn some new social/community signs.  
Write/say what they mean.
- Make a shopping list by writing, tracing or copying names of things to buy.  
Show you can use the shopping list.
- 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.



# Section 11

## Project

Activity:

Comments:  
Mentor/Supervisor/Candidate

Sample

Skills:

Evidence ref:

Mentor/Supervisor  
signature:

Date:



## Other modules in the Focus series:

Getting started	FOCUS01
Communication: progression	FOCUS03
Horticulture	FOCUS04
Independent living	FOCUS05
Meal preparation and cooking	FOCUS06
Money	FOCUS07
Numeracy: introduction	FOCUS08
Numeracy: progression	FOCUS09
Using computer technology	FOCUS10
Using leisure time	FOCUS11
Using transport	FOCUS12



FOCUS02/1