



# NCFE Level 2 Functional Skills Qualification in English: (603/5054/4)

**Component:** Speaking, Listening and  
Communicating

**Assessment Activity Number:** 1

**Topic:** Fundraising

## Level 2 Functional Skills Qualification in English: Speaking, Listening and Communicating.

### Assessment Activity:

#### Scenario

Many people take part in activities and events raising money for good causes. However, running a successful fundraising campaign takes a lot of planning. Often raising money involves a number of different activities to attract as many participants as possible and, of course, raise a lot of money. You have decided to run an event or activity to raise money for a charity of your choice.

#### Task 1 – Presentation (8 minutes)

Select and agree with your Assessor **one** of the following topics on which to prepare your presentation.

**Topic 1:** Arranging fundraising events in the workplace.

**Topic 2:** Setting up a weekly charity stall.

**Topic 3:** Organising a series of 'Bring and Buy' sales.

**Topic 4:** Arranging 'Open House' events in your area.

**Topic 5:** Putting on a fashion show.

You will have **3 hours** of optional preparation time to prepare an **8-minute** presentation on the selected topic to a group of **at least three learners**.

A further **20 minutes** of optional preparation time is allowed for you to prepare, directly before the presentation takes place.

After you have finished your presentation you will be required to answer questions from the audience about the topic.

## Task 2 – Question-and-Answer Session (3-5 minutes per learner)

### As the presenter:

Once your presentation has finished, you **must** invite questions about your topic from the audience, responding to each question in turn.

### As the audience:

During the presentation you are required to identify at **least one detailed** and **pertinent** question to ask the presenter during this question-and-answer session.

There can be no questions asked during the presentation. Your question can only be asked after the presentation has finished.

### Task 3 – Group Discussion (5-6 minutes per learner)

Following Tasks 1 and 2, you will be required to take part in a group discussion. Your group will consist of a **minimum of 3 learners**. You have been provided with the **title** and **aim** of this group discussion below.

For this scenario of fundraising, please prepare your discussion points for the following **title** and **aim**.

**Title:** What is the most effective way for people to raise money for good causes?

**Aim:** The group should aim to reach an agreement on the **four** most important factors to think about when trying to raise money for good causes. There should be a recommendation as to the type of fundraising which would raise the most money.

During the discussion about the above topic and aim, you are also required to:

- ask **detailed** and **pertinent** questions to obtain specific information.

You will not be told when to do so by your Assessor, you must decide when in the discussion is best to ask at least **one** question.

You will have **1 hour** of optional preparation time to prepare for your discussion on the selected topic.

A further **20 minutes** of optional preparation time is allowed for you to prepare, directly before the discussion takes place.