

SAMPLE ASSESSMENT TASKS

Course in Preliminary Spoken and Written English

Module C – Recognising and writing letters

Accredited course module code: SWELTR003A

Learning outcome 1

Demonstrate recognition of the alphabet

Preparation

Photocopy the letter sheets. You may wish to laminate for ongoing use.

Assessment procedure

- 1 Read out ten random letters from the set of lower-case letters, asking the learner to point to or circle the letters as they hear them eg: *Circle k*.
- 2 Read out ten random letters from the set of upper-case letters, asking the learner to point to or circle the letters as they hear them eg: *Circle L*.
- 3 Ask the learner to point to letters in their own first name and surname.

Assessment conditions

- The learner must recognise 10 random upper case and 10 random lower case letters and letters in their own given and family names.
- The person reading the letters should be a fluent speaker of English.
- Letters may be heard up to three times.
- The learner may also point to letters on a keyboard, chart or cards.
- When assessing, you should adhere to the assessment criteria, conditions of assessment and methods of assessment as detailed in Section C of the course document.

Lower case

a	b	c	d
e	f	g	h
i	j	k	l
m	n	o	p
q	r	s	t
u	v	w	x
y	z		

Upper case

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z