

SAMPLE ASSESSMENT TASKS

Certificate I in Spoken and Written English

Module C – Comprehending and participating in short transactional exchanges

Accredited course module code: SWETRA103A

Learning outcome 1

Demonstrate understanding of a short spoken transaction

Preparation

- 1 Photocopy the question sheet.
- 2 Cue the CD – Track 1.

Assessment procedure

- 1 Explain to the learners that they will be listening to a recording and answering six questions about the conversation they will hear.
- 2 Explain to the learners that they will hear the conversation three times.
- 3 Give the learners the question sheet before listening and allow time to read the questions.
- 4 Play the conversation three times, allowing sufficient writing time after each playing.
- 5 Collect all question sheets for marking.

Assessment conditions

- The learner must answer six questions correctly.
- Learner responses need not be grammatically correct or in sentence form but errors must not interfere with meaning.
- When marking you should adhere to the answer key. However, if you find a legitimate response that has been overlooked, you can mark it as correct.
- All documents related to this CSWE assessment task must be kept secure. Do not hand out the answer key or return marked question sheets to learners. Do not tell learners the correct answers.
- When assessing, adhere to the assessment criteria, conditions of assessment and methods of assessment as detailed in Section C of the course document.

Question sheet

Name: _____

Listen to the conversation. Tick the correct answers.

1 Where is Robert?

☐ At Centrelink ☐ At the doctors ☐ At his English class

2 Who does Robert want to see?

☐ Mr Brown ☐ Ms Brown ☐ Dr Brown

3 What is Robert's surname?

☐ Loo ☐ Lea ☐ Lee

4 Has Robert been there before?

☐ Yes ☐ No

5 What time does he make an appointment for?

☐ 6 o'clock ☐ 5 o'clock ☐ 4 o'clock

6 What day does he make an appointment for?

☐ Today ☐ Tomorrow ☐ Thursday

Answer key

- 1 At the doctors
- 2 Dr Brown
- 3 Lee
- 4 Yes
- 5 4 o'clock
- 6 Today

Transcript – Track 1

Receptionist: Good morning, can I help you?

Robert: Hello. Can I make an appointment to see Doctor Brown, please?

Receptionist: Let's see. Doctor Brown is very busy this morning. Can you come back this afternoon at 4?

Robert: 4 o'clock?

Receptionist: Yes, I can give you an appointment at 4. Or I can give you an appointment tomorrow morning at 9.

Robert: This afternoon is good.

Receptionist: Right. Have you been here before?

Robert: Yes.

Receptionist: And your name?

Robert: My surname is Lee. L double E and my first name is Robert.

Receptionist: Okay Mr Lee, I've booked you in to see Doctor Brown at 4 o'clock today.

Robert: Thank you.

Receptionist: Bye. See you then.

Robert: Bye.