

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 2

Participate in a short spoken transaction

Preparation

You may wish to provide the learner with a cue card (which you need to photocopy) or you may prefer to give spoken instructions.

Assessment procedure

- 1 Explain to the learner that they will need to participate in a transactional conversation. If they are making an appointment or seeking information, they should record details of the transaction.
- 2 Give the learner a cue card or give clear instructions, allowing them to take notes.
- 3 Allow the learner sufficient time to prepare for the assessment.
- 4 Interlocutor, who is a fluent English speaker, engages the learner in a conversation.

Assessment conditions

- The learner must participate effectively in a transactional exchange with at least 4 adjacency pairs, and initiate or respond appropriately to opening and closing.
- The learner must use one-clause questions/statements.
- The learner must request information/good and services using questions or statements, explain requirements and use appropriate vocabulary and interaction strategies.
- The learner must respond appropriately to requests for information and record relevant details.
- Learner language may contain some errors that do not interfere with the meaning but key words must be pronounced with sufficient clarity and stress as to be recognisable

by the interlocutor.

- To assist in assessing performance it is advisable to record the assessment.
- When assessing, adhere to the assessment criteria, conditions of assessment and methods of assessment as detailed in Section C of the course document.
- All documents related to this CSWE assessment task must be kept secure. Be sure to collect cue cards.

Transaction record cards

Transaction record

My name: _____

Date of transaction: _____

Information: _____

Transaction record

My name: _____

Date of transaction: _____

Information: _____

Transaction record

My name: _____

Date of transaction: _____

Information: _____

Transaction record

My name: _____

Date of transaction: _____

Information: _____

Cue cards

Shopping for meat

Go to the butcher shop. Buy some lamb fillets and a chicken.

Shopping for clothing

Go to the department store and buy some pants and a shirt.

Shopping for lunch

Go to the takeaway shop. Buy a sandwich and a drink.

Shopping for fish

Go to the fish shop and buy some fish and some prawns.

At the post office

Go to the post office. Buy some stamps and envelopes.

At the newsagents

Go to the newsagent. Buy the newspaper and a pen.

Making an appointment

Ring and make an appointment with a counsellor.

Making an appointment

Ring and make an appointment with the principal at your child's school.

Making an appointment

Ring the doctor and make an appointment.

Making an appointment

Ring the dentist and make an appointment.