

SAMPLE ASSESSMENT TASKS

Certificate I in Spoken and Written English

Module D – Comprehending spoken information and instructions

Accredited course module code: SWEINF104A

Learning outcome 2

Demonstrate understanding of short spoken instructions

Preparation

- 1 Note this assessment task is designed for computer-literate learners. Pre-teaching would include checking that learners are familiar with the vocabulary for basic computer functions.
- 2 Provide each student with access to a computer.
- 3 Ensure the Microsoft Word icon is clearly displayed on screen.

Assessment procedure

- 1 Explain to the learners that you will be reading out six instructions that they must follow.
- 2 Read out the instructions, allowing time for action(s) after each instruction.
- 3 Explain to the learners that they can ask for clarification or repetition.

Assessment conditions

- Each instruction may be heard up to three times.
- When assessing, adhere to the assessment criteria, conditions of assessment and methods of assessment as detailed in Section C of the course document.

Teacher instructions – using the computer

- 1 Click on the icon to open Microsoft Word.
- 2 Type your given/first name in size 16 font.
- 3 Now type your surname under your given/first name in size 16 font.
- 4 Type the name of your suburb under your surname in size 14 font.
- 5 Type your postcode next to your suburb name.
- 6 Make two copies of your information on the same page.
- 7 Show your work to me.