

SAMPLE ASSESSMENT TASKS

Certificate I in Spoken and Written English

Module H – Comprehending written instructions and completing a short form

Accredited course module code: SWEINS108A

Learning outcome 1

Demonstrate understanding of short written instructions

Preparation

- 1 Note that this task is designed for computer-literate learners. Learners would need to be familiar with the setup of the computer facility and how to print in that facility. Pre-teaching would include checking that learners are familiar with the vocabulary for basic computer functions.
- 2 Provide each learner with access to a computer.
- 3 Ensure the Microsoft Word icon is clearly displayed on screen.
- 4 Photocopy the instructions or write them on the board.

Assessment procedure

- 1 Explain to the learners that they will be reading seven instructions that they must follow.
- 2 Explain to the learners that they may use dictionaries.
- 3 Give out the instructions.
- 4 Collect the instructions and printed work from learners for marking.

Assessment conditions

- 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. Collect all instructions.

Instructions

INSTRUCTIONS

- 1 Open Microsoft Word.
- 2 Type your full name in size 16 font.
- 3 Type your date of birth under your name.
- 4 Type your address under your date of birth in size 14 font.
- 5 Type your postcode next to your address.
- 6 Make two copies of the information on the same page.
- 7 Print your work.
- 8 Give your work to your teacher.

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