

SAMPLE ASSESSMENT TASKS

Certificate I in Spoken and Written English

Module K – Comprehending and composing short informal written texts

Accredited course module code: SWETXT111A

Learning outcome 2

Write a short informal text

Preparation

Add a text to the task sheet and photocopy.

Suggested texts:

- Email
- Blog
- SMS
- Note

Assessment procedure

- 1 Explain to the learners that they will be writing a short informal text to a friend, with at least 2 pieces of information.
- 2 Explain to the learners that they can have a few minutes to plan their text.
- 3 Explain to the learners that they can use dictionaries.
- 4 Give the learners the task sheet.
- 5 Collect all copies of texts for marking.

Assessment conditions

- The learner must write a text approximately 30 words long containing two pieces of information, with appropriate vocabulary and conventions eg: names, date, text language, emoticons.
- The learner must use appropriate grammar for informal texts eg: shortened forms, abbreviations, contractions.
- The learner must spell familiar words correctly.
- Learner language may contain some errors but these must not interfere with meaning.
- 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. Do not return the informal texts.

NOTE: For the two required pieces of assessment evidence for this learning outcome, learners must produce two different types of informal texts.

Informal text task sheet

Name: _____

- Write a(n) _____ to a friend
- Give your friend at least two pieces of information.
- Use informal language and emoticons.
- You can use your dictionary.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.