



# Boorowa Central School

Excellence through Respect, Responsibility and Participation

## Assessment Task Notification

<b>Teacher:</b> Miss Thomas	<b>Course:</b> Year 11 English Studies
<b>Task and Number:</b> Being a Successful Employee Writing Task, Assessment #1	<b>Task Weighting:</b> 30%
<b>Date Issued:</b> Thursday 19 <sup>th</sup> March 2020	<b>Date Due:</b> Thursday 2 <sup>nd</sup> April 2020 (week 10)
<b>Syllabus component:</b> Achieving Through English	
<b>Syllabus outcomes being assessed:</b> <ul style="list-style-type: none"><li>• <b>ES11-2</b> identifies and uses strategies to comprehend written, spoken, visual, multimodal and digital texts that have been composed for different purposes and contexts</li><li>• <b>ES11-3</b> gains skills in accessing, comprehending and using information to communicate in a variety of ways</li><li>• <b>ES11-5</b> a student develops knowledge, understanding and appreciation of how language is used, identifying specific language forms and features that convey meaning in texts</li><li>• <b>ES11-6</b> a student uses appropriate strategies to compose texts for different modes, media, audiences, contexts and purposes</li><li>• <b>ES11-7</b> represents own ideas in critical, interpretive and imaginative texts</li></ul>	
<b>Description of task:</b> <p><b>Part 1 (15 marks)</b> Answer a series of questions. In your responses, imagine you are being interviewed and write the responses you would offer.</p> <ol style="list-style-type: none"><li>1. What skills do you think you bring to the job?</li><li>2. What do you think is your biggest weakness?</li><li>3. How would you deal with conflict in the workplace?</li><li>4. Do you work well as an individual and as a member of a team? Explain.</li><li>5. Why should we hire you over someone else?</li></ol> <p><b>Part 2 (15 marks)</b> Complete a written report, detailing how you would deal with a problem in the workplace. In your response, you should consider rights and responsibilities, communication, and safe work practices.</p> <p><u>Problem-</u> Brian, 19, works at a packing factory. One day, Brian is asked by his supervisor to pick up a large box and carry it to an awaiting truck for transport. He gets to the box and realises that it is labelled heavy. Brian returns to tell his supervisor that he is unable to carry it as it is too heavy and the supervisor tells him to stop being lazy and carry the box otherwise he would be fired. When Brian goes back to his regular job, instead of taking the box to the truck, the supervisor starts swearing and threatening Brian. To avoid losing his job, Brian picks up the box and walks through the carpark to the awaiting truck, without any high-vis clothing on. Brian turns incorrectly putting the box into the truck, hurting his back, and is unable to return to work for two weeks.</p> <p><i>Questions to assist your response:</i></p> <ul style="list-style-type: none"><li>• What should Brian have done throughout the scenario to deal with the problem?</li><li>• What should the supervisor have done throughout the scenario?</li><li>• How could Brian have improved the situation?</li><li>• What was done correctly in the scenario?</li><li>• What was done incorrectly in the scenario?</li></ul>	
<b>Submission of Task requirements:</b> <ul style="list-style-type: none"><li>• Any evidence of plagiarism will result in a mark of ZERO</li><li>• You must submit both a physical copy to your teacher and a digital copy of the assessment on the Google Classroom by 3:20pm on the day of submission.</li></ul>	

**Note:** If a student is absent for an assessment task or fails to submit a task when it is due, then a medical certificate or other acceptable explanation must be presented on the first day the student returns to school or a zero mark is awarded.



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## Assessment Task - Marking Criteria

### Part 1

Marking Guidelines	Mark
<ul style="list-style-type: none"><li>Effective engagement with all aspects of each question</li></ul>	15
<ul style="list-style-type: none"><li>Demonstrates an effective understanding of appropriate language to use in an interview</li></ul>	14
<ul style="list-style-type: none"><li>Well-developed spelling, punctuation and grammar</li></ul>	13
<ul style="list-style-type: none"><li>Sound engagement with all aspects of each question</li></ul>	12
<ul style="list-style-type: none"><li>Demonstrates a sound understanding of appropriate language to use in an interview</li></ul>	11
<ul style="list-style-type: none"><li>Consistently spelling, punctuation and grammar</li></ul>	10
<ul style="list-style-type: none"><li>Adequate engagement with all aspects of each question</li></ul>	9
<ul style="list-style-type: none"><li>Demonstrates an adequate understanding of appropriate language to use in an interview</li></ul>	8
<ul style="list-style-type: none"><li>Adequate spelling, punctuation and grammar</li></ul>	7
<ul style="list-style-type: none"><li>Developing understanding of how to respond to questions in an interview</li></ul>	6
<ul style="list-style-type: none"><li>Developing use of language</li></ul>	5
<ul style="list-style-type: none"><li>Consistent errors in spelling, punctuation and grammar</li></ul>	4
<ul style="list-style-type: none"><li>Section not completed</li></ul>	3
<ul style="list-style-type: none"><li>Elementary use of language</li></ul>	2
	1
<ul style="list-style-type: none"><li>Non submitted or non-serious attempt</li></ul>	0

### Part 2

Marking Guidelines	Mark
<ul style="list-style-type: none"><li>Demonstrates an effective understanding of rights and responsibilities, communication, and safe work practices</li></ul>	15
<ul style="list-style-type: none"><li>Effective use of language appropriate to a workplace report</li></ul>	14
<ul style="list-style-type: none"><li>Well-developed spelling, punctuation and grammar</li></ul>	13
<ul style="list-style-type: none"><li>Demonstrates a sound understanding of rights and responsibilities, communication, and safe work practices</li></ul>	12
<ul style="list-style-type: none"><li>Sound use of language appropriate to a workplace report</li></ul>	11
<ul style="list-style-type: none"><li>Consistently correct spelling, punctuation and grammar</li></ul>	10
<ul style="list-style-type: none"><li>Demonstrates an adequate understanding of rights and responsibilities, communication, and safe work practices</li></ul>	9
<ul style="list-style-type: none"><li>Adequate use of language appropriate to a workplace report</li></ul>	8
<ul style="list-style-type: none"><li>Adequate spelling, punctuation and grammar</li></ul>	7
<ul style="list-style-type: none"><li>Developing understanding of rights and responsibilities, communication, and safe work practices</li></ul>	6
<ul style="list-style-type: none"><li>Developing use of language</li></ul>	5
<ul style="list-style-type: none"><li>Consistent errors in spelling, punctuation and grammar</li></ul>	4
<ul style="list-style-type: none"><li>Section not completed</li></ul>	3
<ul style="list-style-type: none"><li>Elementary use of language</li></ul>	2
	1
<ul style="list-style-type: none"><li>Non submitted or non-serious attempt</li></ul>	0