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| **Assessment Brief & Marking Sheet** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Component title and code**: Communications – 5N0690 | | | | | | | | | | | | |
| **Subject teacher**: Liam Toner | | | | | **Course Code**: CT5A/AH5B/SL5/FS5 | | | | | | | |
| **Assessment Technique**: Collection of Work- Business Documents | | | | | | | | | | **Weighting**: 15% | | |
| **Learning Outcome(s)**: | 6 | 7 | 8 | 9 | |  |  |  |  | |  |  |
| **Scenario**:  You are required to produce a minimum of 3 business documents from the following list. The choice and number of documents will be confirmed by your teacher   * Formal letter **(include a handwritten draft)** * Memo or Advertisement * Curriculum Vitae (CV) * Notice of Meeting   You are also required to produce a piece of personal writing which tells me a little about yourself, your background, why you are doing the course and what you hope to get from completing the course. Include what you hope to do in the future and where you see yourself in 5 years’ time.  **Signed Copy of the Brief and Marking to be submitted along with each piece of work. All work to be in a word document format unless stated otherwise by your teacher.** | | | | | | | | | | | | |
| **Assessment Criteria: on next page** | | | | | | | | | | | | |
| **Student’s name: Allynn Alvarico (20220554) SD5** | | | | | | | | | | | | |
| **Date of issue:** Week of 26th September 2022 **Due date & time:** Friday 28th October 2022 @ 23.59 Via Moodle Only | | | | | | | | | | | | |

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| Authorship Statement | Initial each section |
| I confirm that I have read and understood all policies and procedures regarding project and assignment submission, plagiarism etc as described in the Student Handbook.  I confirm that I have retained a copy of this project/assignment for my own personal use and in the event of an additional copy being requested by the subject teacher or the college.  I hereby declare that all work included in this project/assignment except where referenced is entirely my own. All sources of information have been acknowledged by means of reference as required. | **AA**  **AA**  **AA** |
| **Sign: Allynn Alvarico** | **Date**  **28/10/2022** |

**Marking Sheet: Business Documents 15%**

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| **Criteria/Skill** | **Marks** | **Max Mark** | **Student**  **Mark** |
| **CV**  Structure  (-.5 per error up to a max of 2)  Content  Spelling and grammar  (-.5 per error up to a max of 1) | 2  1  1 | 4 |  |
| **Letter of Application**  Structure  (-.5 per error up to maximum of 2)  Content  Spelling and grammar  (-.5 for each spelling and grammar error up to a maximum of 1) | 2  1  1 | 4 |  |
| **Drafting of Formal Documents**  Legible writing (as per Draft 1)  Draft 2 word processed | 1  1 | 2 |  |
| **Personal Writing**  Content  Spelling and grammar errors  (-.5 for each spelling and grammar error up to a maximum of 1) | 2  1 | 3 |  |
| **Memo / Advertisement/ Notice of Meeting**  Structure  Content  Spelling and Grammar  (-.5 per error up to a maximum of 1) | .5  .5  1 | 2 |  |
| **Total Mark** |  | 15 |  |
| **Feedback: on work** | | | |