

**FACULTY OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF LANGUAGES**

BJEL2013/ 2013 ENGLISH FOR CAREER PREPARATION

Continuous Assessment Plan

The continuous assessment (100%) for this course comprises the following:

Continuous Assessment 1: Written Assignment (30%)

Week 7

Description

This is a group assessment. Each group should consist of 4 to 5 members and produce a **proposal** in about 1,500 words on any topic that is related to their programme. The topic chosen by the group must be approved by the lecturer concerned before any work on the proposal is carried out.

Assessment Criteria

Students will be assessed on their:

- ability to plan the proposal;
- ability to organise and present information effectively;
- ability to write a logical, coherent and well-structured proposal;
- ability to display a competent written skill.

Marking Criteria

Marks will be awarded based on the following criteria:

Format	: 5 marks
Content	: 35 marks
Language	: 60 marks
Total	: 100 marks

Presentation Guidelines for Proposal	Submission Deadlines:
<ul style="list-style-type: none">• Cover page with details of the title, name, degree sought and name of tutor• Computer-typed with 1.5 spacing• Font type: Times New Roman• Font size: 12 (body text)• A4-sized paper• Justified alignment	Week 5– show edited or revised draft Week 7 – submit written proposal

This continuous assessment supports Quality Education under the 17 goals of Sustainable Development Goals.

**FACULTY OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF LANGUAGES**

BJEL2013 ENGLISH FOR CAREER PREPARATION

Continuous Assessment 2: Presentation (30%)

Week 8 - 9

Description

This is a group assessment. The group should consist of 4 to 5 members to present a persuasive speech to persuade the audience to accept the idea(s) proposed in about 15 to 20 minutes. All the group members will present different parts of the proposal. A question-and-answer session will be held at the end of the presentation on the proposal presented.

Assessment Criteria

Students will be assessed on their:

- ability to organise and present information effectively;
- ability to display team dynamics;
- ability to use components of a persuasive speech in their presentation;
- ability to display a competent oral communication skill;
- ability to answer questions asked about the proposal presented.

Marking Criteria

Marks will be awarded based on the following criteria:

Persuasive Group Presentation

Content	: 20 marks	Individually assessed
Language	: 30 marks	
Delivery	: 20 marks	
Question & Answer	: 10 marks	Group marks
Visual Aids	: 10 marks	
Timing & Collaboration	: 10 marks	
Total	: 100 marks	

Assessment Time: Week 8 - 9

This continuous assessment supports Quality Education under the 17 goals of Sustainable Development Goals.

Continuous Assessment 3: Oral Assessment (40%)

Week 11 - 14

Description

Students will be required to attend a group interview in 3 - 4 in class and must be able to provide a résumé for the interview. A job-related situation would also be given for the students to discuss during the interview.

Assessment Criteria

Students will be assessed on their:

- ability to communicate appropriately in interviews;
- ability to organise and present information effectively and;
- ability to display critical thinking and problem-solving skills.



**FACULTY OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF LANGUAGES**

BJEL2013 ENGLISH FOR CAREER PREPARATION

Marking Criteria

Marks will be awarded based on the following criteria:

Group Interview

Language	: 40 marks
Communicative ability	: 15 marks
Presentation	: 10 marks
<u>Content</u>	<u>: 35 marks</u>
Total	: 100 marks

Assessment Time: Week 11 - 14

Please refer to the attached marking guidelines and language band.

This continuous assessment supports Quality Education under the 17 goals of Sustainable Development Goals.