

27/1/2025

FACULTY OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF LANGUAGES

BJEL2013/ 2913 ENGLISH FOR CAREER PREPARATION
CONTINUOUS ASSESSMENT 3
Job Interview Marking Guidelines
40%

CRITERIA	SCORE			
Language (40 marks)	<i>PROFICIENT USER</i>	<i>INDEPENDENT USER</i>	<i>BASIC USER</i>	<i>LIMITED USER</i>
	32 – 40	27 – 31	20 – 26	1 - 19
	<ul style="list-style-type: none"> - Presents smoothly with little hesitation that did not interfere with communication - Pronunciation and intonation are almost always very clear/accurate - Uses a variety of vocabulary and expressions - Uses a variety of structures with only occasional grammatical errors 	<ul style="list-style-type: none"> - Presents with some hesitation but did not usually interfere with communication - Pronunciation and intonation are usually clear/accurate with a few problem areas - Uses a variety of vocabulary and expressions but makes some errors in word choice - Uses a variety of grammar structures but makes some errors 	<ul style="list-style-type: none"> - Presents with some hesitation which often interferes with communication - Pronunciation and intonation errors sometimes make it difficult to understand the student - Uses limited vocabulary and expressions - Uses a variety of structures with frequent errors / uses basic structures with only occasional errors 	<ul style="list-style-type: none"> - Hesitates too often when speaking which often interferes with communication - Frequent problems with pronunciation and intonation - Uses only basic expressions - Uses basic structures and makes frequent errors
Communicative Ability (15 marks)	13 - 15	9 - 12	5 - 8	1 - 4
	<ul style="list-style-type: none"> - Very well prepared and speaks with confidence - Able to respond immediately with well developed content - Shows enthusiasm through emphasis 	<ul style="list-style-type: none"> - Well prepared - Able to develop content - Presenters' show of enthusiasm through emphasis is adequate 	<ul style="list-style-type: none"> - There are minimal/unclear signs of organisation - Minimal content elaboration - Some enthusiasm and emphasis 	<ul style="list-style-type: none"> - No sequence of information - Seems uninterested and uses monotone - Lacks confidence



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	9 - 10	7 - 8	4 - 6	1 - 3
Presentation (10 marks)	<ul style="list-style-type: none"> - A professional presentation - Well dressed and groomed - Good use of body language - Maintains eye contact with interviewer 	<ul style="list-style-type: none"> - Maintained eye contact for the most part - Uses appropriate facial expression, gestures and posture - Appearance is appropriate 	<ul style="list-style-type: none"> - Shows difficulty communicating interest in topic and maintaining eye contact - Some facial expressions, gestures, posture, or appearance may not be appropriate 	<ul style="list-style-type: none"> - Maintains little eye contact - Does not use facial expressions and gestures effectively - Inappropriate posture and/or appearance
	24 - 30	16 - 23	7 - 15	1 - 6
Content (30 marks)	<ul style="list-style-type: none"> - The presentation is comprehensive and complete coverage of information - Able to use critical thinking and problem solving skills - Information is elaborated with good examples and conveys general knowledge 	<ul style="list-style-type: none"> - The presentation is comprehensive - Information is elaborated with examples - Able to use general knowledge when answering company and position related questions 	<ul style="list-style-type: none"> - The presentation is informative, but several elements went missing - May not have sufficient elaboration 	<ul style="list-style-type: none"> - The presentation is a brief look at the topic - Majority of information irrelevant and significant points are left out
	5	4	2 - 3	1
Resume (5 marks)	<ul style="list-style-type: none"> - Well organised - All required information are given with 2-entry each (personal details, education/qualification, work experience/co-curricular activities, skills & references) - Good language usage 	<ul style="list-style-type: none"> - One to two errors either on the organisation or language - Two required information are missing (personal details, education/qualification, work experience/co-curricular activities, skills & references) 	<ul style="list-style-type: none"> - More than two errors either on the organisation or language - Three required information are missing (personal details, education/qualification, work experience/co-curricular activities, skills & references) 	<ul style="list-style-type: none"> - Many crucial information are missing. -Grammatical inaccuracy impedes understanding -Items are general in nature and do not appear to have been organized for a specific position/purpose