## Form 4: Assignment Brief - FETAC

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| **Course:** | Computer Science 1 | Module: | Communications G20001 |
| **Assignment:** | Writing Skills 15% | **Tutor:** | Ulrike McMahon |
| **Date of Issue:** | 07/10/14 | **Submission Date:** | 04/11/2014 |

**Learner:**

**Assignment Description:** Writing

**Brief/Task:**

* Prepare, draft and produce a piece of personal writing. This may be a short story, a poem or a personal letter. This piece of personal writing must be in your own words, hand written and of your own invention.(3 marks)
* Write a memo and an agenda regarding a business meeting. (4 marks)
* Complete and print off your Curriculum Vitae. The CV must follow current CV conventions. It must be on maximum 2 pages.(3 marks)
* Write a letter of application for a job you could apply for work experience. This letter will accompany your CV. Your letter must be printed and signed by hand.(3 marks)
* Include drafts with all final versions of any of the documents.(2 marks)

**Guidance:**

**The piece of personal writing** should show evidence of**:**

Correct layout used, accurate, succinct, well expressed and presented, with legible handwriting

Demanding situations requiring awareness of suitable tone dealt with effectively

Action/follow up requested if appropriate

Excellent spelling, punctuation and paragraphing

**The memo and agenda** should be linked

**Your CV** should contain the following information

* Personal information
* Education, reversed chronology and including current course
* Training qualifications
* Skills
* Professional experience, in reversed chronological order with the most recent employment first
* Personal interests
* referees

• Do not copy from the Internet or any other source. Read your student handbook for the college policy on plagiarism.

The cover letter must follow current business letter conventions. It must be directly relevant to the job for which you are applying; it should mention that your CV is enclosed, when you are available for interview. Layout, spellings, grammar and punctuation must be correct.

**Assessment Criteria**

**Pass** grade is achieved if the piece of writing, CV and letter give basic information and meet all the requirements set out in the assignment guidelines. (50-64%)**Merit**: As **Pass** and your pieces of writing have a good layout, a logical structure and are clear. (65-79%)

**Distinction;** As **Merit** and displays evidence of excellent structure, use of language, is free of error.

When handing up work please ensure you: - attach this form to your assignment, sign the back of this form confirming that the work submitted is your own, and have clearly referenced your sources.

## Form 4A: Assignment Report – FETAC

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| **Course:** | Computer Science 1 | Module: | Communications G20001 |
| **Assignment:** | Writing 15% | **Tutor:** | Ulrike McMahon |
| **Date of Issue:** | 07/10/14 | **Submission Date:** | 04/11/14 |

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| **Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Print name)  **Date of submission:**  **Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (By signing here I confirm that all of this work is entirely my own) |

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| **Learner’s Comment:** (Did you understand the brief? Did you develop new skills? How did the brief challenge you ?Were the guidelines clear?) |

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| **Tutor Feedback:** (Were the assessment criteria met? Strong / Weak points in assignment? How does this learner progress to the next level? ) |

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| **Grade: Tutor signature: Date:**  **Learner signature:** |

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| **Reason (s) for Referral:** |

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| **Action (s) required to pass the assignment:** |

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| **Resubmission date:** |

(Please print on reverse of Form 4.)