## Form 4: Assignment Brief - FETAC

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| **Course:** | **Computer Science 2** | Module: | **Communications** G30001 |
| **Assignment:** | **Video CV- Oral Skills** | **Tutor:** | **Ulrike McMahon** |
| **Date of Issue:** | **01/10/15** | **Submission Date:** | **15/10/15** |
| **Internally Verified by:** | **Date:** | **Weighting %** | **10%** |

**Assignment Description:** Oral presentation on CV

**Brief/Task:** Oral presentation in order to establish your suitability as a candidate for a job in the computer sector (focus on a particular area if you wish) by presenting core elements of your CV in an interesting manner. The video CV may be presented as a digital file, or by class presentation. **Approx 3-5 minutes**

**Guidance:**

Presentation should be structured along the guidelines given for effective presentations. (See class hand out).

**The following relevant sections should be included in the delivery:**

**Personal Profile:** Give a sense of your personality, emphasising traits that suit the job for which you are applying for, e.g., web authoring = dedicated task completer and give a specific example from your life experience. ALL ASSERTATIONS MUST BE BACKED UP BY CONCRETE EXAMPLES

**Educational Qualifications** : Outline specific skills you can bring to the job based on the modules completed. Pick projects you have excelled in and use them as a platform to discuss your capabilities and transmit your enthuasism.

**Work Experience** : Provide examples of relevant work experience. If you have no specific work experience in computing, highlight what work you have done and in what way it prepares you for the working environment, e.g., dependability; responsibility; punctuality; trustworthiness; hard working; organised etc.

**Hobbies and Leisure**: Create a sense of who you are as a person using the varied interests you have in life. (NOTE: Some aspect of computing should be mentioned here. Use your involvement in sporting or leisure organisations to emphasise your positive traits, e.g., leadership skills; motivational skills; communication skills; involvement in the local community.

**Referees:** Name two persons who would recommend you.

* **Submit any notes or scripts with your cover sheet**
* All material researched and used must be submitted to the tutor after the presentation.

Timekeeping: Keep within the designated time of 3-5mins. Pace yourself

**Learning Outcomes/ Marking Scheme:**

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| Planning – drafts, notes, timing, rehearsal | 30 |
| Delivery – expressive language, fluency | 20 |
| Content structured and focussed of self and future career | 20 |
| Engaging, captures interest | 15 |
| Variety of tones, inflexion, breathing, pace | 15 |

A **Pass** grade is achieved by meeting all the requirements in the assignment guidelines.

**Merit** As Pass AND produce results, which indicate thoughtful engagement with the material. Gives a presentation that is competent and displays creativity in approach.

**Distinction** As **Merit AND** presents the material with flair and fluency engaging all concepts effectively and displaying competence in all components of the communication process.

\**Resubmission of work is at the tutors discretion*

*Any resubmission of work will only be accepted following a discussion between tutor and student.*

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
* have clearly referenced your sources

## Form 4A: Assignment Report – FETAC

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| **Course:** | **Computer science 2** | Module: | **Communications** G30001 |
| **Assignment:** | **Video CV- Oral Skills** | **Tutor:** | **Ulrike McMahon** |
| **Date of Issue:** | **01/10/15** | **Submission Date:** | **15/10/15** |
|  |  | **WEIGHTING%:** | **10%** |

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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 and I have been given an opportunity to give a comment)* |

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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 Resubmission: *(****\*Resubmission of work is at the tutor’s discretion****)*** |

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

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| **Resubmission date:** |

*(Please print on reverse of Form 4.)*