

DEPARTMENT OF ENGLISH LANGUAGE AND LINGUISTICS
CENTRE FOR LANGUAGE STUDIES

ENGLISH FOR OCCUPATIONAL PURPOSES (UHB 40102/40202)
SEMESTER 2 SESSION 2022/2023

GUIDELINES – ASSIGNMENT 3 (MEETING)
(GROUP PROJECT)

Full Marks: 100

Weightage: 20%

Instructions:

You are required to conduct an **online meeting** using the following meeting conventions:

- Opening address
- Confirmation of attendance
- Main agenda
- Any other business
- Day, date, and venue of the next meeting
- Closing remark

Submission Method: Send the link of the meeting recording via email (s.aisyahakiah@gmail.com)

Due date Of Submission: 9 JULY 2023 (SUNDAY)

Requirements:

1. One group consists of a maximum of six (6) members comprises of:
 - a chairperson
 - a secretary
 - meeting members
2. Duration of meeting: 20 - 30 minutes
3. **ALL** group members should be able to contribute in completing the task given.
Failure to follow the above requirement will result in a deduction of marks.



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MARKING SCHEME
ASSIGNMENT 3 (MEETING)

Type of Assessment: Spoken (Group Task)

Full marks: 100

Weightage: 20%

Distribution of Marks:

Components	Marks
Task Fulfilment	
- Agenda (Group)	30
- Ability to Communicate (Individual)	10
- Mannerism (Individual)	10
Language	
- Fluency (Individual)	25
- Accuracy (Individual)	25
TOTAL	100