

**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 3**

**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         |
| <u>Language</u> | : 60 marks         |
| <b>Total</b>    | <b>: 100 marks</b> |

|   |   |
|---|---|
| <p><b>Presentation Guidelines for Proposal</b></p> <ul style="list-style-type: none"> <li>• <b>Cover page</b> with details of the title, name, degree sought and name of tutor</li> <li>• Computer-typed with <b>1.5 spacing</b></li> <li>• Font type: <b>Times New Roman</b></li> <li>• Font size: <b>12 (body text)</b></li> <li>• <b>A4-sized paper</b></li> <li>• <b>Justified</b> alignment</li> </ul> | <p><b>Submission Deadlines:</b></p> <p>Week 2 – show edited or revised draft</p> <p><b>Week 3 – submit written proposal</b></p> |
|---|---|

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

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**Continuous Assessment 2: Presentation (30%)**

**Week 4**

**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         |                         |
| <b>Total</b>           | <b>: 100 marks</b> |                         |

**Assessment Time: Week 8 - 9**

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**Continuous Assessment 3: Oral Assessment (40%)**

**Week 5-7**

**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.



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**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>  |
| <b>Total</b>          | <b>: 100 marks</b> |

**Assessment Time: Week 5-7**

Please refer to the attached marking guidelines and language band.

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