

Tutor's Assignment Correction Guide

MODULE 1	Language and Communication
Unit 1.1	Listening and Writing

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Module 1

Language and Communication

Unit 1.1 Listening and Writing

This Guide is to assist you in the correction of the assessment instruments for this unit.

If more than one Tutor is involved with Student Support in your institution, it will also assist in ensuring that there is a consistency in the weighting of assignments, and questions within assignments.

The Core Curriculum is designed to be offered utilising competency standards, so the elements that need to be included in answers are specified in this Guide. It will therefore assist those who wish to use a competency assessment of Complete or Incomplete.

It is particularly important in the Caribbean to ensure that the assignments are assessed as indicated in the Guide, as Regional recognition is an ultimate (and desired) outcome.

Assessor guidelines – Unit 1.1 Listening and Writing

Introduction

As this unit is competency based, to be considered competent the participants will be required to successfully demonstrate the skills required to complete each task contained in the Assessment section of their learning resources.

In some instances you will be required to supply a journal article or an article from a manual that relates to the teacher trainee's teaching area of expertise.

The suggested Checklist included will outline all items to be checked to ensure that the person is competent in Unit 1.1 *Listening and Writing*. All items must be able to be checked as correct. If not, the teacher trainee will be required to repeat the exercise(s) at a later date, before successful completion can be indicated.

A tutor/supervisor should be present for the practical assignment as it involves asking oral questions. This way it would be easy to check the authenticity of the work submitted.

Assessment instruments

Assessment for the unit will involve a **written assignment** and a **practical assignment**.

Written Assignment - The participant will complete a written assignment, which will be submitted prior to the practical assignment. This will be mailed to the college.

Practical Assignment - This assignment must be completed with a tutor/supervisor present, as oral questions have to be asked.

Note: You may decide that the participant will complete the written assignment and the practical assignment at the same time. If so, be sure to discuss this with the participant prior to commencing the Unit.

Requirements for practical assignment***Prior to commencing the practical assignment***

Check that the following are available for the participants:

- copy of practical assignment
- article from manual/journal that relates to the teacher trainee's area of expertise from which they will develop a short description of the process/product detailed
- audiotape for assignment about which they will be asked oral questions - ***'The Traffic Accident'***
- cassette player
- pen and paper
- sheet of paper for constructing cardboard box from written instructions

Requirements for assignment**Activity 1**

Using the listening skills outlined in this unit, listen to the segment on the audiotape entitled 'The Traffic Accident'. You may wish to make some short notes if required. Your tutor will then ask you some oral questions about the report.

Activity 2

Using the article supplied by your tutor, prepare a short description (about 200 words) of the product or process described in the article.

The article you have selected will need to be copied and given to the participant.

Activity 3

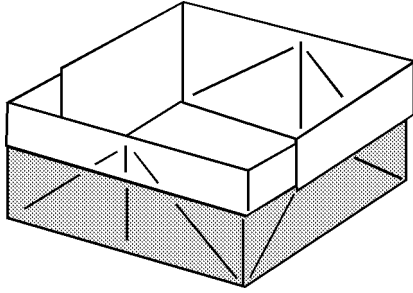
From the written instructions supplied by your tutor construct a small folded box using the paper your tutor has supplied.

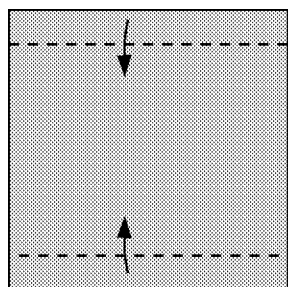
The written instructions on the next page should be copied.

You will need to supply one square piece of paper for the participant - minimum size 8½" x 8½". The paper must be quite thick (not cardboard) and should be a different colour on each side so that the instructions can be followed. Gift wrapping paper would be ideal or you could simply use plain paper and a marker pen to colour one side.

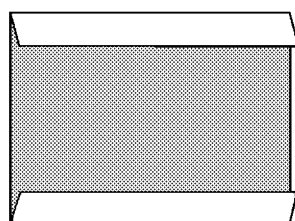
It is recommended that you complete the practical exercise of constructing the cardboard box prior to commencing the assignment.

Instructions for constructing folded box

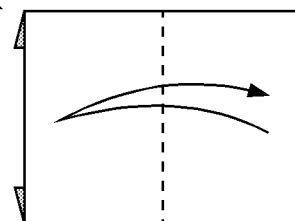
Purpose	To construct a small gift box which will look like this: 
Equipment needed	Square piece of paper supplied by your tutor - minimum 8½" x 8½" - thick paper - different colour on each side of the paper
Time required	10 minutes
Special instructions	When the instructions direct you to fold the paper, please ensure you press firmly to make sure the paper holds the crease.

Instructions:

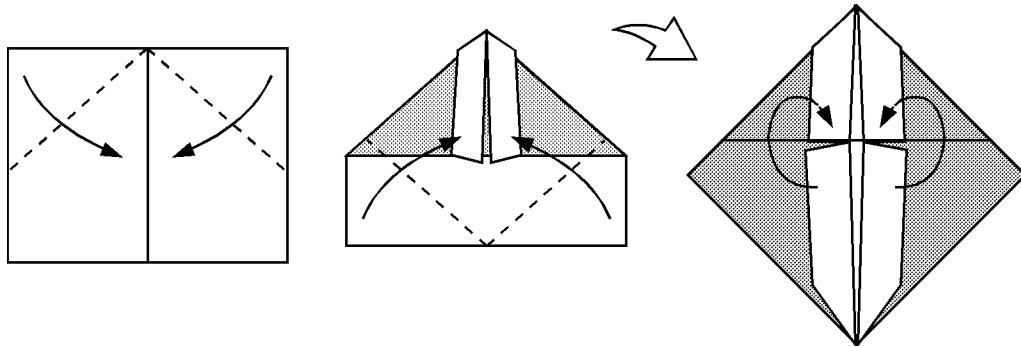
1. Place sheet of paper on a flat surface with coloured side up.



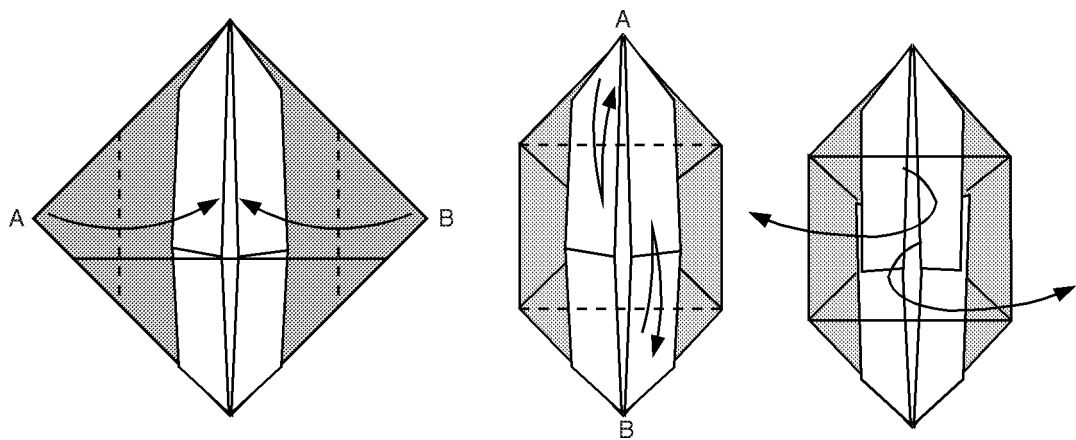
2. Fold in top and bottom edges 1¼" to create two cuffs.



3. Turn sheet of paper over. Fold in half. Unfold.



4. Fold top corners in.
5. Fold bottom corners in. This may overlap.
6. Tuck bottom cuffs under top cuffs.



7. Fold corners A&B under both cuffs.
8. Fold top and bottom corners (A & B) in towards centre as shown in diagram above. Crease firmly. Unfold these corners.
9. Open the box by gently pulling the cuffs apart.

10. Crease the corners of the box at 90° angles so that the box holds its shape.

Assessment Instrument



Your assessment for this module will consist of a **written** assignment and a **practical** assignment. Check with your tutor to see whether your assignment can be completed and then mailed to the college. The practical assignment must be completed with a tutor present.

You are now ready to complete your assessment for this unit.

Written Assignment

1. List three reasons for developing good listening skills.
2. List three reasons for developing good writing skills.
3. Using the verb 'to run', write three sentences to demonstrate the correct use of grammar and tense. Use the three different tenses, past, present and future.
4. Write two sentences that contain a subject, verb and object.
5. A colleague has asked for help in locating information in the library. Write a brief instruction (about two hundred words) on how to locate a book in the library given the title and author's name.
6. You have been asked to submit a brief outline of your teaching qualifications and experience. Write a description of about two hundred words, using correct sentence structure, of your area of expertise, including qualifications, training and main functions.

Written Assignment

No solutions are provided for this assignment, as each participant will be submitting different items. Ensure the answers provided respond exactly to the question asked.

Practical Assignment

Activity 1

These answers should be provided orally.

The answers to the oral questions asked are as follows:

1. *Where and when did the accident occur?*

Today on the highway north of the city.

2. *How many passengers were on board the sedan?*

Two.

3. *What were the names and ages?*

Stephen Rourke, aged 28, and Barbara Rourke, aged 27.

4. *What sort of load was the tanker carrying?*

Diesel fuel.

5. *Who were the eyewitnesses mentioned in the report?*

Bill Simpson and the driver of a southbound station wagon.

6. *What other type of car is mentioned in the report?*

Blue station wagon.

7. *Why was the highway closed?*

To allow emergency services personnel to hose away the spilt fuel.

8. *Give three factors that may have contributed to the accident.*

Any three of these:

- The tanker driver may not have seen the car as he came around the bend.

- Oncoming traffic did not let the sedan get out of the way.
- The tanker was travelling at high speed.
- The tanker driver did not appear to slow down.

9. *Which direction was the sedan attempting to turn?*

Right.

10. *How many people were injured in the crash?*

Three, two seriously and one with minor injuries.

Activity 2

There are no solutions supplied for this activity.

Activity 3

The completed cardboard box is the evidence required for this activity. It is recommended that you complete the activity to provide your own solution. Assessment of success should be made on how closely the box resembles the expected finished product and neatness of the product.

Practical Assignment



The following **oral** questions are to be asked by the tutor after the participant has listened to the audiotape '*The Traffic Accident*'. The trainees may wish to make notes while listening to the tape.

Oral questions to be asked:

1. Where and when did the accident occur?
2. How many passengers were on board the sedan?
3. What were the names and ages?
4. What sort of load was the tanker carrying?
5. Who were the eyewitnesses mentioned in the report?
6. What other type of car is mentioned in the report?
7. Why was the highway closed?
8. Give three factors that may have contributed to the accident.
9. Which direction was the sedan attempting to turn?
10. How many people were injured in the crash?

Tutor preparation for assignment

- | | |
|------------|--|
| Activity 1 | The audiotape and cassette player will need to be available. |
| Activity 2 | An article from manual/journal that relates to the teacher trainee's area of expertise will need to be supplied. |
| Activity 3 | The instructions for constructing a cardboard box (pages 5-6) will need to be photocopied. |

Solutions for assessment

Suggested solutions to the assignments are included on the following pages.

Suggested checklist

The teacher trainee has successfully:

	Yes	No
<i>Presented a written assignment which included:</i> 1 three reasons for developing good listening skills 2 three reasons for developing good writing skills 3 demonstration of the proper use of verb tense 4 demonstration of proper sentence structure using subject, object and verb 5 appropriate preparation of a set of written instructions 6 demonstration of proper sentence structure in writing a short résumé		
<i>Completed practical assignment which included:</i> 1 successfully responding orally to questions based on information on an audiotape 2 preparation of a summary of a product or process from a journal/magazine article 3 constructing a cardboard box from written instructions		

Assessor's name _____

Signature _____

Trainee's name _____

Signature _____

ASSIGNMENTS

Practical Assignment:

Activity 1	20 marks
Activity 2	10 marks
Activity 3	10 marks

Written Assignments:

Activity 1	18 marks
Activity 2	10 marks
Activity 3	10 marks