

Grade 7 English Worksheet

Assessment Task: Listening exercise and report writing

Listening and writing a report

Part One: Listening

(Teacher must discuss with learners beforehand, the importance of good manners and positive body language.)

1. Work in pairs.
2. Imagine that you are interviewing someone who has applied for a job such as office assistant or au pair.
3. You have to ask the questions clearly, listen carefully to the answers and write the details on the fact sheet. For example, one of you may ask, "Good afternoon, may I have your full name, please?" and the other may answer "Good afternoon, my name is Mary Jane Blige."
4. Everyone should get a turn to be the interviewer and the interviewee.
5. When both of you have had a turn, swap your fact sheets and mark them to see if the interviewer heard and copied down the correct answer.

Information required by interviewer	Response by interviewee	Marks
1. Name of caller		
2. Contact details		
3. Gender (male/female)		
4. Age		
5. Type of position required		
6. Own transport		
7. Languages		
8. Qualifications		
9. Previous experience		
10. Salary expected		
Total		[10]

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Writing a report

Use the data from the interview to write a report in which you say why the candidate is suitable or not suitable for the job.

[15]

You must use all the data from the interview for your report. Also, give reasons for your opinion. You can use the report below as an example.

Miss Mary Jane Blige was interviewed on 19 June 2009. She is a 21-year-old female. Miss Blige applied for the position of au pair. She has a Matric certificate but no previous experience. She speaks English, Afrikaans and Zulu fluently. Miss Blige shares a car with her brother and expects approximately R10 000 per month.

Miss Blige is a pleasant, well-groomed young lady. Although she has no experience, she has a lot of enthusiasm and grew up in a large family.

I would recommend her for the position, but feel she may have to drop in salary owing to her lack of experience.

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Your teacher will assess your report using the rubric below.

Rubric for assessing report

Criteria	Mark allocation
All details from interview included	5 – all details 4 – one important detail omitted 3 – two details left out 2 - three or more details left out 1 – more than half of the details omitted
Punctuation	3 – Correct use of full stops, commas and paragraphs 2 – Correct punctuation but lacks paragraphs 1 – Used paragraphs and full stops, but no commas
Grammar	5 – Good vocabulary, logical order, correct tenses and use of pronouns 4 – Satisfactory vocabulary, ordered, but errors in tenses 3 – Basic grammar; lacks structure. No pronouns. 2 – Style and language usage poor 1 – Incoherent. Direct translations. Incorrect tenses.
Opinion	2 – Opinion well argued 1 – Opinion stated but not argued
Total	[15]

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Suggested Solutions

Information required by interviewer	Response by interviewee	Marks
1. Name of caller	<i>Open</i>	<i>1</i>
2. Contact details.	<i>Open</i>	<i>1</i>
3. Gender	<i>Open</i>	<i>1</i>
4. Age	<i>Open</i>	<i>1</i>
5. Type of position required	<i>Open</i>	<i>1</i>
6. Own transport	<i>Open</i>	<i>1</i>
7. Languages	<i>Open</i>	<i>1</i>
8. Qualifications	<i>Open</i>	<i>1</i>
9. Previous experience	<i>Open</i>	<i>1</i>
10. Salary expected	<i>Open</i>	<i>1</i>
Total		[10]

Questions and answers must be given in a formal tone, e.g. “Do you mind telling me your age?”

“Of course not, I am 22.”

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Appendix of Assessment Tools

Encourage learners to edit their work. Criteria for marking should be given to learners as part of the editing process.

Rubric for assessing report

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All details from interview included	5 – all details 4 – one important detail omitted 3 – two details left out 2 – three or more details left out 1 – more than half of the details omitted
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Opinion	2 – Opinion well argued 1 – Opinion stated but not argued
Total	[15]