**FSKOCM03 Participate in simple spoken interactions at work**

# ASSESSMENT INSTRUMENT: PRACTICAL ACTIVITY

# Version 1.0

|  |
| --- |
| **ASSESSMENT COVER SHEET: PRACTICAL ACTIVITY** |
| **Special Arrangements/Modifications:**  |
|  |
| **Result:** |  □ **Competent** □ **Not Yet Competent**  |
| **Assessor’s Comments:** |
|  |
| **Assessor’s Signature:** |  | **Date:** |  |
| **Candidate’s Signature:** |  | **Date:** |  |

**Assessor instructions:**

You are to engage in an oral conversation with your assessor. The focus of the conversation can be based on a workplace you would like to work in (e.g., an office environment).

The conversation will be general in nature. Use simple words and non-verbal cues. The conversation should only go for 5 minutes; however 30 minutes have allocated to complete this task.

If you require more details or information, you can ask your assessor during the oral conversation.

|  |  |  |
| --- | --- | --- |
| **Observations Criteria:** | **Satisfactory or** **Not Yet Satisfactory** | **Feedback** |
| Did the learner use different oral communication strategies? |  |  |
| Did the learner use appropriate grammar? |  |  |
| Did the learner use appropriate vocabulary? |  |  |
| Did the learner use appropriate pronunciation? |  |  |
| Was the learner aware of the audience and purpose of the interaction |  |  |
| Did the learner identify any improvements to their oral communication skills? |  |  |