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

# ASSESSMENT INSTRUMENT: PRACTICAL ACTIVITY

# Version 1.0

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| **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.

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| **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? |  |  |