

PICTON HIGH SCHOOL

Creating Opportunities Achieving Success



STAGE 6 Preliminary English Studies

Achieving through English

Due Date: TERM 1 Week 10 Thursday, 2nd April 2020	Assessment Name: Achieving through English
Mark: x/30	Weighting: 30%

SYLLABUS OUTCOMES TO BE ASSESSED:

ES11-1 Comprehends and **responds** to a range of texts, including short and extended texts, literary texts and texts from academic, community, workplace and social contexts for a variety of purposes

ES11-3 Gains skills in accessing, **comprehending** and using information to communicate in a variety of ways

ES11-5 Develops knowledge, **understanding** and appreciation of how language is used, identifying specific language forms and features that convey meaning in texts

DIRECTIVES TO BE ASSESSED:

Comprehend – grasp mentally, understand

Respond - something in reply

Understanding – the ability to understand something

TASK DESCRIPTION:

You are to compose a workplace preparation portfolio. This must represent your **understanding** and **comprehension** of appropriate and suitable written forms of text for the workplace and must include:

- Suitable Job Advertisement
- Resume
- Cover Letter
- Email

1. You are to find and **respond** to a relevant job advertisement from an online source such as SEEK or CareerOne which is appropriate for your level of experience.
2. You are then required to prepare a 1-2-page personal resume which outlines your relevant personal details, qualifications and skills, work history and references.
3. You must also write a Cover Letter which addresses the selection criteria for your chosen advertisement.
4. You must also compose an email to your teacher with the Job Advertisement, Resume and Cover Letter attached. This email must be professionally worded and submitted by 3.20 on the due date.

My teachers email is: _____

Your documents should demonstrate your ability to **comprehend** and **understand** how to communicate using language relevant to the workplace. This must be reflected through the correct use of vocabulary, style and tone throughout your Cover Letter and Email.

ASSESSMENT CRITERIA:

- Demonstrate an ability to **understand** and **comprehend** appropriate text forms by locating an appropriate job advertisement
- Demonstrate correct use of structure, grammar, punctuation and professional language appropriate to audience throughout the **responses**.
- Demonstrate an ability to compose an appropriate Cover Letter and Resume.
- Demonstrate an ability to compose a suitable email and attach your Cover Letter, Resume and Job Advertisement.

Assessment Task Marking Criteria

Criteria	Marks	
<p style="text-align: center;">Resume</p> <p>*Comprehends the layout and accurate text type needed to present personal information in a professional manner ES11-1</p>	9-10	<ul style="list-style-type: none"> • Composes a resume which effectively responds to the job advertisement with a high-level of accuracy and clarity. Minimal spelling, punctuation and grammar mistakes are evident. • Demonstrates an effective comprehension of the layout and structure needed to appropriately communicate an understanding of relevant workplace information. • Includes all necessary information, personal details, qualifications and other relevant information
	7-8	<ul style="list-style-type: none"> • Composes a resume which responds to the job advertisement with mostly correct accuracy and clarity. Minimal spelling, punctuation and grammar mistakes are evident. • Demonstrates a developed level of comprehension of the layout and structure needed to appropriately communicate an understanding of relevant workplace information. • Includes most necessary information, personal details, qualifications and other relevant information
	5-6	<ul style="list-style-type: none"> • Composes a resume which soundly responds to the job advertisement with accuracy. Spelling, punctuation and grammar mistakes may be evident. • Demonstrates a sound level of comprehension of the layout and structure needed to appropriately communicate an understanding of relevant workplace information. • Includes some necessary information, personal details, qualifications and other relevant information
	3-4	<ul style="list-style-type: none"> • Composes a resume which is basic in responding to the job advertisement. Substantial spelling, punctuation and grammar mistakes are evident. • Demonstrates a basic level of comprehension of the layout and structure needed to appropriately communicate an understanding of relevant workplace information. • Includes minimal necessary information, personal details, qualifications and other relevant information
	1-2	<ul style="list-style-type: none"> • Composes a resume which is elementary in responding to the job advertisement. Spelling, punctuation and grammar mistakes are throughout the whole document. • Demonstrates a elementary level of comprehension of the layout and structure needed to appropriately communicate an understanding of relevant workplace information. • Includes little to no necessary information, personal details, qualifications and other relevant information
<p style="text-align: center;">Cover Letter</p> <p>*Understands the importance of language in communicating professionally and understands the correct layout needed for a Cover Letter. ES11-5</p>	9-10	<ul style="list-style-type: none"> • Composes a cover letter that effectively demonstrates an understanding and comprehension of the chosen advertisement and selection criteria, utilising the correct layout of a professional letter. • Demonstrates an effective comprehension of how to use and recognise vocabulary, style and tone needed to communicate an understanding of the chosen advertisement and relevant personal strengths. Minimal spelling, punctuation and grammar mistakes are evident.
	7-8	<ul style="list-style-type: none"> • Composes a cover letter that effectively demonstrates an understanding and comprehension of the chosen advertisement and selection criteria, utilising a mostly correct layout of a professional letter. • Demonstrates a developed level of comprehension of how to use and recognise vocabulary, style and tone needed to communicate an understanding of the chosen advertisement and relevant personal strengths. Minimal spelling, punctuation and grammar mistakes are evident.
	5-6	<ul style="list-style-type: none"> • Composes a cover letter that soundly demonstrates an understanding and comprehension of the chosen advertisement and selection criteria, soundly utilising the correct layout of a professional letter. • Demonstrates a sound level of comprehension of how to use and recognise vocabulary, style and tone needed to communicate their understanding of the chosen advertisement and relevant personal strengths. Some spelling, punctuation and grammar mistakes are evident.
		<ul style="list-style-type: none"> • Composes a cover letter that demonstrates a basic understanding and comprehension of the chosen advertisement and selection criteria and attempts

	3-4	<p>to utilise the correct layout of a professional letter. There may be missing elements of the structure.</p> <ul style="list-style-type: none"> Demonstrates a basic level of comprehension of how to use and recognise vocabulary, style and tone needed to communicate an understanding of the chosen advertisement and relevant personal strengths. Substantial spelling, punctuation and grammar mistakes are evident.
	1-2	<ul style="list-style-type: none"> Composes a cover letter that demonstrates an elementary understanding and comprehension of the chosen advertisement and attempts to utilise the layout of a letter. There may be missing elements of the structure. Demonstrates an elementary level of comprehension of how to use and recognise vocabulary, style and tone needed to communicate the understanding of the chosen advertisement and relevant personal strengths. Spelling, punctuation and grammar mistakes are throughout the whole document.
<p style="text-align: center;">Email</p> <p>*Comprehends how language and structure is used in an email to professionally communicate with potential employers. ES11-3</p>	9-10	<ul style="list-style-type: none"> Composes an appropriate email which demonstrates an effective comprehension of how language can be used to communicate professionally the intention of submitting an application. Email demonstrates an understanding of the correct format and information needed to skilfully communicate an understanding of email professionalism.
	7-8	<ul style="list-style-type: none"> Composes an appropriate email which demonstrates a developed comprehension of how language can be used to communicate professionally the intention of submitting an application. Email demonstrates an understanding of the correct format and information needed to effectively communicate an understanding of a professional email.
	5-6	<ul style="list-style-type: none"> Composes an email which demonstrates a sound comprehension of how language can be used to communicate somewhat professionally the intention of submitting an application. Email demonstrates an understanding of the correct format and information needed to soundly communicate an understanding of a professional email. May include some colloquial language.
	3-4	<ul style="list-style-type: none"> Composes an email which demonstrates a basic comprehension of how language can be used at times to professionally communicate intention of submitting an application. Email demonstrates an understanding of the correct format and information needed to basically communicate an understanding of a professional email. Could include some colloquial language and/or spelling and grammar mistakes.
	1-2	<ul style="list-style-type: none"> Composes an appropriate email which demonstrates an elementary comprehension of how language can be used to communicate the intention of submitting an application. Email demonstrates an Elementary understanding of the correct format and information needed to communicate a limited understanding of a professional email. Includes colloquial language and spelling and grammar mistakes throughout the whole document.

Teacher comments:
