



Chester Hill High School

Strength in Unity, Excellence in Education

Assessment Task – Year 11 English Studies

Course:	English Studies	Year: 11	
Topic:	Achieving Through English		
Assessment Name:	Task 1 Portfolio		
DATE DUE:		Total Mark/Weighting	30%
STUDENT NAME:			
Progress Check FEEDBACK	<input type="checkbox"/> <i>Use more effective interview questions</i> <input type="checkbox"/> <i>Revise conventions of a resume</i> <input type="checkbox"/> <i>Utilise conventions of letter of application</i> <input type="checkbox"/> <i>Use appropriate workplace terminology</i>		
Progress Check Date:		Marks	

I certify that

- This assignment is my own work, based on my personal study and/or research.
- I have **acknowledged all material and sources used in the preparation** of this assignment in a **reference list**.
- Submitted assignments based on group work are not the same as other students' work.
- I have not plagiarised (copied) in part, or in whole the work of other students.
- I have read and I understand the success criteria used for this assessment
- **I have kept a copy of my assignment and the receipt.**
- I understand that a copy of my assignment may be kept and used to make comparisons with other assignments in the future.

Student's Signature: Date:



Assessment Task Student Receipt

(This receipt should be kept as proof of assessment submission)

FAMILY NAME:	GIVEN NAME:
TEACHER:	CLASS:
DATE DUE:	DATE SUBMITTED:
TITLE OF TASK:	TEACHER'S SIGNATURE:

Task Information

Important idea(s) being explored:	Students develop an understanding of the use of language and skills to access opportunities in the workplace.
Skills, Knowledge and understanding being demonstrated:	Compose, conduct and reflect on an interview with an employed individual. Draft, write and edit a resume and letter of application for a self-selected job advertisement.
Task Requirements:	<p>Part A Interview</p> <ul style="list-style-type: none"> ● Select an interviewee that is currently in full-time employment. ● Prepare TEN interview questions that specifically relate to your interviewee's field of work. ● Ensure that you take detailed notes whilst conducting the interview. ● Following the interview, compose a 300 word reflection that addresses the process composing the questions and conducting the interview. Consider what you learnt, what challenges you faced and what you would do differently. ● You must submit your interview questions, interview notes and reflection as part of your portfolio. <p>Part B Resume and letter of application</p> <ul style="list-style-type: none"> ● Select an advertisement for a job that interests you. ● Create a resume of 1-2 pages outlining your relevant qualifications and work history for your selected job. ● Write a letter of application suitable to be forwarded with your resume in order to apply for the advertised position. ● You must also submit a copy of the advertisement for the job.
Syllabus Outcomes:	<p>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</p> <p>ES11-3 gains skills in accessing, comprehending and using information to communicate in a variety of ways</p> <p>ES11-4 composes a range of texts with increasing accuracy and clarity in different forms</p> <p>ES11-6 uses appropriate strategies to compose texts for different modes, mediums, audiences, contexts and purposes</p> <p>ES11-7 represents own ideas in critical, interpretive and imaginative texts</p> <p>ES11-10 monitors and reflects on aspects of their individual and collaborative processes in order to plan for future learning</p>
	<p>All English assessment tasks are due at the beginning of the English period on the due date. Students are responsible for ensuring that the task is ready to be submitted and/or completed at the beginning of the period. Students are strongly advised to hand write or print the task (where applicable) the day before the task is due. Students are strongly advised to email their teacher a copy of any task with an ICT component (where applicable) the day before the task is due. A transcript of any oral presentation must be submitted on the due date at the beginning of the English period. Tasks will not be accepted without a completed Cover Sheet attached. Any student who is absent from the English period on the due date of an assessment task must have a medical certificate covering the absence and any subsequent periods of absence. The medical certificate and task must be submitted to the Head Teacher of English on the first day back from absence and the student must complete the task as directed.</p>

Feedback from student about task:

I spent _____ hours working on this task.

The hardest part of this task was _____

The easiest was _____

What I have enjoyed most about learning in English is _____

Learning in English could be improved if:

Dear teacher, I need help in the following areas:

Success Criteria

Elements	Specific Criteria	Mark /Grade				
		A	B	C	D	E
Understands the big idea(s)	Compose, conduct and reflect on an interview with an employed individual					
Literacy / Numeracy skills assessed	Composes relevant questions in preparation for an interview					
	Listens and takes detailed notes during interview					
	Evaluates and reflects on the process of completing the interview					
Processes	Appropriate use of workplace terminology					
	Uses vocabulary, register and modality appropriately					
	Appropriate use of spelling, punctuation and grammar					

FEEDBACK from Teacher:

Completion of assessment during allocated class time. Excellent Moderate Limited

Teacher Signature		Mark	
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